DEPARTMENT OF THE AIR FORCE
Headquarters US Air Force
Washington, DC 20330-1030

CFETP 21RX
Parts I and II
18 November 2002

21RX
LOGISTICS READINESS OFFICER

CAREER FIELD EDUCATION AND TRAINING PLAN

LOGISTICS READINESS BADGE

Combines the Falcon, Oval Wreath, and Globe from existing logistics badges with one lightening bolt and quartermaster key to denote the three core logistics readiness disciplines of supply, transportation, and logistics plans.

HERALDRY

- The falcon at the center symbolizes the Air Force. It also symbolizes American military strength, dedication, and devotion to duty of Logistics Readiness Officers who support the generation and employment of aerospace forces across the spectrum of warfare

- The globe with three encircling arrows is symbolic of the extensive range of our logistics support mission and capability to sustain our forces by land, sea, or air

- The key symbolizes the security, safekeeping, and control of materiel management in the old "Quartermaster Corps" tradition

- The lightning bolt symbolizes the integrating role of contingency operations and the capability to combine essential logistics elements into a coherent plan supporting the warfighter

- The olive branch surrounding the badge symbolizes the peace aerospace forces provide through a professional LRO group

Rules for Wear of the Logistics Readiness Badge (Ref. AFI 36-2923 – Aeronautical, Duty, and Occupational Badges)

Officers. Wear the basic badge after graduating from initial skills technical training. Wear the senior badge at the 7-year point with qualification in the three core competencies of Materiel Management, Distribution, and Contingency Operations. The master badge will be awarded at the 15-year point and upon completion of the Logistics Readiness Intermediate Course.

During the transition period, officers will continue to wear their authorized occupational badge(s).

Further guidance on the wear of the Logistics Readiness occupational badge will be forthcoming.

The Logistics Readiness badge is estimated to become available in 2004.

CAREER FIELD EDUCATION AND TRAINING PLAN
LOGISTICS READINESS
AFSC 21RX

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SUPERSEDES: 21GX CFETP, 1 Apr 98
21SX CFETP, 31 Oct 95
21TX CFETP, 30 May 97

OPR: HQ USAF/ILGX

Approved By: HQ USAF/ILGX (Lt Col Rother)

LOGISTICS READINESS OFFICER
AFSC 21RX
CAREER FIELD EDUCATION AND TRAINING PLAN
PART I

Preface

1. Highly Trained Logistics Readiness Officers. A highly trained, motivated officer corps is the Air Force's key resource in meeting challenges of the future. If the Air Force is to meet present and future challenges, it's essential the officer corps be effectively and efficiently trained. The Career Field Education and Training Plan (CFETP) for logistics readiness officers provides the framework and guidance necessary for planning, developing, managing and conducting a career field training program. The plan documents a "training roadmap" for the career field. This "roadmap" identifies mandatory and optional skill level training officers should receive during their career in Logistics Readiness. The format for this CFETP is defined in AFM 36-2245 "Managing Career Field Education and Training". Specific inputs were developed at a Logistics Readiness Officer Workshop conducted at Crystal City, Arlington, VA, 4-8 February 2002.

1.1. Concept. Ideally, officers should report to their first duty assignment or their rotational position determined by their commander where they would complete a period of orientation and study. The orientation period should be approximately 6 weeks long, and end with the officer's reporting to the Logistics Readiness Officer Basic Course. The intent of the orientation period is to allow the officer time to in-process, become acquainted with the Air Force lifestyle, and to be exposed to the Mission Support Group operations of his or her base, unit, and section. To the extent possible, officers will follow the orientation matrix provided within this CFETP, Part II Section E. Units will provide new logistics readiness officers with the Logistics Readiness Manager's Handbook as read ahead material. The Logistics Readiness Handbook is available on the internet at http://www.aflma.hq.af.mil/lgx/projects/handbook.pdf (to be available Dec 02). The read ahead material will serve as a training roadmap during orientation and will also provide advanced reading material to help officers prepare for formal training. Unit supervisors are encouraged to add unit-tailored professional/specialty training to requirements included in the handbook.

1.2. On 1 November 2002, officers that were currently qualified in their core AFSCs (21G/S/T) were converted to 21R3. During the transition period, (November 2002 – November 2004) Field Grade Officers and Captains selected for Major prior to 1 October 2002 (board results announced) will be grandfathered from mandatory training and experience however, will be highly encouraged to complete round-out training. Company grade officers will be required to complete all exportable courses where they have not received formal AETC schooling within two years and must achieve experience in at least one core competency within three years of AFSC conversion (1 November 2002). Commanders will downgrade officers who do not comply with requirements in accordance with AFI 36-2101, para, 1.3.6.

1.3. The Air Force Career Field Manager (AFCFM) is the approval authority to grant waivers to officers who are on assignment (i.e. special duty) to locations that do not permit an opportunity to achieve an additional core competency, IAW AFI 36-2101. Waiver requests may be granted for the experience portion of round-out training only. Waivers will not be granted for the education requirements during the transition period. Accession officers will be required to attend the transition course in residence. ARC officers will be required to attend one of the in-resident

module courses (Logistics Plans, Transportation, Supply, or Fuels) for the position for which they are hired against and use the exportable course material to complete the remainder of the education requirements.

2. The CFETP. The CFETP consists of two parts that are used to plan, manage and control training within the 21RX career field.

2.1. Part I provides information necessary for overall management of training in the career field. Section A explains how logistics readiness officers will use the plan; Section B identifies career progression information, duties and responsibilities, training strategies and a career field flowchart; Section C states desired outcomes through the use of behavioral statements; Section D indicates resource constraints in formal/unit training, e.g., funds, manpower, equipment, and facilities.

2.2. Part II includes the following: Section A identifies the Course Training Standards (CTS) and includes duties, tasks and technical references to support MAJCOM training, AETC training, wartime and core task requirements; Section B contains a training course index supervisors can use to determine resources available to support both mandatory and optional training; Section C identifies available support materials; Section D identifies MAJCOM unique training requirements; Section E discusses Home Station Training prior to an accession attending the LRO Basic Course; and Section F includes the LRO training matrix which should be used and placed into the officer's training record. At unit level, supervisors and trainers use Part II to identify, plan and conduct training commensurate with the overall goals of this plan.

3. Using the CFETP. Use of this CFETP will ensure logistics readiness officers receive effective and efficient training at appropriate points in their careers. This plan will enable the Air Force to train today's officer corps for tomorrow's mission.

ABBREVIATIONS/TERMS EXPLAINED

Acquisition Logistics	Acquisition logistics encompasses the entire process of systematically identifying, developing, assessing, purchasing, and upgrading logistics requirements through the acquisition process. Personnel are typically employed within program management offices, on management support staffs, or within other logistical activities responsible for conducting integrated logistics support program reviews or establishing acquisition logistics policies and procedures
Acquisition Professional Development Program (APDP)	Established to "professionalize" the acquisition workforce under the auspices of the Defense Acquisition Workforce Improvement Act (DAWIA). The Act, along with its implementing DOD directives, identifies a number of acquisition career fields, each of which establish specific experience and training requirements for individual development and certification.
Advanced Training	A formal course which provides individuals who are already fully qualified in their Air Force Specialty (AFS) with additional skills/knowledge to enhance their expertise in the career field. Training is for officers at the qualified and staff level of an AFS.
Aerospace Basic Course (ABC)	The first level of PME for company grade officers, course designed to teach new lieutenants the precepts of airmanship.
Aerospace Expeditionary Force Logistics Course (AEFLC)	Provides graduate-level instruction to logistics officers in the integration of expeditionary logistics processes at the tactical level. Graduates are qualified in all aspects of effects-based logistics through the phases of Agile Combat Support. Graduates understand principles of deliberate and crisis action planning, and can integrate expeditionary combat support to enable effective combat sortie generation. The course follows the weapons school model and graduates will be expected to fill a leadership role sharing their experience and training with fellow officers at their host wing.
AETC	Air Education and Training Command
AFCFM	Air Force Career Field Manager
AFIP	Air Force Intern Program

Agile Combat Support (ACS)	Agile Combat Support is key to Global Engagement and underpins the other Air Force Core Competencies. It creates, sustains, and protects all Air and Space capabilities to accomplish mission objectives across the spectrum of military operations. ACS provides the capabilities that distinguish Air and Space power…speed, flexibility, and global perspective.
Air Force Institute of Technology (AFIT)	AFIT offers Masters degrees in Logistics Management, Acquisition Logistics, Supply Management, and Transportation Management. Ph.D. programs are also available. AFIT also teaches professional continuing education courses (PCE) such as: LOG 199, 299, 399, and 499. Refer to Section B.
Air Force Logistics Management Agency (AFLMA)	The AFLMA is an organization that aligns organizationally within the Directorate of Logistics Readiness, Deputy Chief of Staff for Installations and Logistics (AF/ILG). They are chartered with performing studies in all logistics related areas upon request. They perform logistics analysis of logistics systems and develop programs to support Air Force programs, i.e., Support Agreement Management System 4.1 (SAMS 4.1).
Air Mobility Operations Course (AMOC)	An airlift course developed and conducted by Air Mobility Command at the Air Mobility Warfare Center at Fort Dix, NJ
Air Reserve Component (ARC)	A combination of both the Air Force Reserve Command (AFRC) and Air National Guard (ANG).
Career Field Education and Training Plan (CFETP)	A CFETP is a comprehensive, multipurpose document encapsulating the entire spectrum of education and training for a career field. It outlines a logical growth plan that includes training resources and is designed to make career field training identifiable, to eliminate duplication, and to ensure this training is budget defensible. The plan aids in identifying what education/training should be accomplished at what point on your way to becoming a Logistician
Contingency Operations/Mobility Planning and Execution System (COMPES)	This is the computer system developed to plan and execute operation plans. The system consists of the Operations Tasking and Priority (OT&P) and the Logistics Feasibility and Capability Module (LOGFAC) at Air Force Level, Logistics Module (LOGMOD) and Manpower Personnel (MANPER M/B) modules at MAJCOM and base level.
Contingency Wartime Planning Course (CWPC)	Educates airmen in grades E-5 through O-5 in the art and science of contingency war planning.

Continuation Training	Additional advanced training exceeding the minimum training requirements with emphasis on present or future duty assignments, e.g., follow-on unit training.
Core Tasks	Tasks identified by Air Force Career Field Managers (AFCFMs) as minimum qualification requirements within an Air Force specialty or duty position. These tasks exemplify the essence of the career field--the foundation.
Course Training Standard (CTS)	A specialized publication that identifies the training standard required to achieve a skill level within an officer Air Force Specialty. It standardizes and controls the quality of individual training.
Crossflow Program	A program in which an officer, who is fully qualified in a core logistics AFSC with at least four years experience in that AFSC, is selected for training in an additional logistics Air Force Specialty. The officer spends 2 - 3 years in the new logistics AFS before returning to the original Air Force Specialty.
Developing Aerospace Leaders (DAL)	Construct for developing officers with greater breadth and depth. Provides for officer certification in core competencies and outlines development opportunities.
DoD	Department of Defense.
Education With Industry (EWI)	A program whereby a select number of officers are assigned to work with a commercial enterprise to learn about different areas and then bring back that information and experience to benefit the Air Force.
Exportable Training	Additional training via computer based training, paper text, interactive video or courseware, and other necessary means to supplement training.
Home Page	HQ USAF/ILG offers detailed information on its home page, https://www.il.hq.af.mil/ilg/ilgx.
ILS	Integrated Logistics Support
In the Promotion Zone (IPZ)	The point in an officer's career when he meets a primary promotion board.
Initial Qualification Training (IQT)	A formal resident course which results in award of the entry skill level.
Integrated Course	A course that supersedes the transition course and provides an integrated, process-oriented approach to logistics.
Integrated Deployment System (IDS)	IDS is a system designed to streamline the wing-level deployment process across the range of military operations. IDS supports the crisis action planning processes, as well as, the deployment execution at base level. IDS integrates the following systems: Logistics Module (LOGMOD),

	Manpower/Personnel Module-Base Level (MANPER-B), Deployment Management System (DeMS), Cargo Movement Operations System (CMOS), and Computer Aided Load Manifesting (CALM) System.
Intermediate Service School (ISS)	The first level of PME for field grade officers, e.g., Air Command and Staff College, Command and General Staff College (Army), or other courses taught by sister services.
In-Transit Visibility (ITV)	The ability to track the identity, status, and location of DOD unit and nonunit cargo, passengers, patients, forces and military and commercial airlift, sealift, and surface assets from origin to destination, during peace, contingencies and war.
Logistics Career Broadening Program (LCBP)	Three-year assignment to one of the AFMC Air Logistics Centers. Program specializes in acquisition logistics and life cycle sustainment support.
Logistics Command and Control (Log C2)	A C2 process that will provide decision-makers at all levels of command the ability to employ automation, communication, and decision support tools for command and control. The goal is to produce a capability whereby Agile Combat Support decision-makers exercise visibility over relevant data and decision-making information no matter where it originated or where it resides.
Logistics Information Systems (LIS)	Data processing systems and decision support tools which support logistics business processes.
Logistics Professional Development Program (LPDP)	Continuing education courses for officers, NCOs, and civilians in all logistics disciplines.
Professional Enhancement Program (PEP)	One year assignment to the Air Staff with duties at various logistics staff roles in the Washington DC area.
Qualification Training	Hands-on task performance-based training designed to qualify an officer in a specific duty position. This training occurs both during and after the upgrade training process and is designed to provide performance skills training required to do the job.
Regional Supply Squadron (RSS)	Established to provide centralized support to the warfighters in supply core process areas (e.g. MICAP, stock control).
Resource Constraints	Resource deficiencies, such as money, facilities, time, manpower, and equipment that preclude training from being delivered.
Round-out training	Training provided to company grade officers to familiarize them with the processes and procedures of all the facets of the new LRO. Officers will be required to take those modules (supply, fuels,

	transportation, and logistics plans) for which they've not received prior formal training. The officer is required to spend a minimum of 12 months in a proficiency to become qualified in a core competency.
SBSS	Standard Base Supply System
Senior Service School (SSS)	The second level of PME for field grade officers, e.g., Air War College.
Special Experience Identifier (SEI)	SEIs are established to identify special experience and training not otherwise identified within the Personnel Data System. SEIs complement the assignment process, but are not substitutes for Air Force Specialty Codes, prefixes, suffixes, Special Duty Identifiers, Reporting Identifiers, personnel processing codes, or professional specialty course codes. They are established when identifying experience or training is critical to the job and person assignment match, and no other identification is appropriate or available. SEIs can be used to rapidly identify an already experienced resource to meet unique circumstances, contingency requirements, or management needs. They provide a means to track individuals and identify positions requiring or providing unique experience or training that would otherwise be lost.
Squadron Officer School (SOS)	The second level of PME for company grade officers.
Total Force	All collective Air Force components (active, reserve, guard, and civilian elements) of the United States Air Force.
Transition course	Initial training for the LRO. Functionally oriented 18-week course that will provide training in the four modules within LRO (supply, fuels, transportation, and logistics plans). The course has been developed to bridge the gap until the process-oriented integrated course is fielded in November 2003.
Utilization and Training Workshop (U&TW)	A forum of MAJCOM Air Force Specialty Code (AFSC) functional managers (who are the focal point for career field education and training within each MAJCOM), Subject Matter Experts (SMEs), and AETC training personnel that establish career field training requirements.
War Reserve Materiel (WRM)	Equipment and supplies above and beyond a unit's peacetime operating stock required for use during execution of operations plans.

SECTION A - GENERAL INFORMATION

1. Purpose of the CFETP. This CFETP contains and provides information to career field functional managers, training managers, commanders, supervisors and trainers to use to plan, develop, manage and conduct an effective and efficient career field training program. The plan outlines training and education individuals must receive to develop and progress throughout their careers. This plan identifies initial skills, upgrade, qualification, advanced and professional continuing education and training. This plan does not address Professional Military Education (PME) or ancillary training requirements. The plan identifies major resource constraints impacting implementation of the desired career field training program.

2. Use of the CFETP. The CFETP will be approved and maintained by the Air Force Career Field Manager (AFCFM). Major command (MAJCOM) 21RX Functional Managers and AETC Training Manager will review the CFETP as required. MAJCOMs will not develop any training that duplicates existing courses. This plan will be used by personnel at all levels to ensure a comprehensive and cohesive training program exists for each individual.

2.1. The 345th Training Squadron, 37th Training Group, 37th Training Wing, Lackland AFB, Texas, will conduct logistics readiness officer training for the purpose of supporting the United States Air Force's warfighting capability and contribution to Department of Defense objectives.

2.1.1. AETC training personnel will develop/revise formal resident and exportable training based upon requirements established by the users and documented in this CFETP. They will also develop procurement and acquisition strategies for obtaining resources needed to provide the identified training. After AFCFM approval of the CFETP, the AETC Training Manager will ensure the CFETP is listed in Air Force Index 8. A Utilization and Training Workshop will be conducted as required by the AFCFM and hosted by the Training Manager. The AFCFM will chair the workshop.

2.2. MAJCOM functional managers will ensure their training programs complement the CFETP mandatory initial skills and upgrade requirements. Identified requirements can be satisfied by AETC and unit resident training, or through the use of exportable courseware/courses. MAJCOM-developed training to support this AFSC must be identified for inclusion in this plan.

2.3. Unit level training managers and supervisors will manage and control progression through the career field by ensuring each individual completes the mandatory training requirements for upgrade specified in this plan, as supplemented by their MAJCOM. The list of courses in Part II, Section B, will be used as a reference to determine the training required.

3. Coordination and approval. AF/ILGX, as the AFCFM, is the approval authority. MAJCOM representatives and AETC personnel will identify and coordinate on the career field training requirements. The AETC Training Manager for this specialty will initiate an annual review of this document by AETC and MAJCOM Functional Managers (MFMs) to ensure currency and accuracy. Using the list of courses in Part II, they will eliminate duplicate training.

Section B - Career Field Progression and Information

4. Logistics Readiness Specialty Description: Logistics Readiness Officer, AFSC 21R3/4.

Integrates the spectrum of the logistics processes within the operational, acquisition, and wholesale environments. The major logistics processes, our core competencies, are distribution, materiel management and contingency operations. Directs and manages distribution management, materiel management, contingency operations, fuels management, aerial port operations, and vehicle management. Plans and programs logistics support for wartime requirements. Related DoD Occupational Group: 8A.

4.1. Specialty Summary. Refer to AFMAN 36-2105, paragraph 1.

4.2. Duties and Responsibilities:

4.2.1. **Contingency Operations.** Directs contingency operations to include: planning; deployment processing command and control; Logistics Readiness Centers; logistics command and control; Combat Support Center activities; deployment, beddown, and redeployment activities. Integrates Agile Combat Support planning efforts, conducts readiness assessment of logistics activities, conducts war and contingency planning, manages logistics time phased force and deployment data and unit type codes.

4.2.2. **Materiel Management**

4.2.2.1. **Materiel Management.** Directs materiel management operations to include administration, direction, and management of retail or wholesale supply activities. Included are environmental compliance; inventory management; materiel facilities. Determines provisioning, computing, and analyzing current and projected materiel requirements; applies authorizations and allowances; establishes and maintains stock levels; inspects, reviews, and evaluates work methods and procedures. Ensures accountability is maintained for supplies, equipment, and War Reserve Materiel (WRM). Determines effectiveness of functional data systems. Manages assigned information systems applying approved standards and criteria to ensure proper implementation, operation, and results. Develops plans, programs, policies and procedures to manage materiel management activities, including systems design and analysis, determination and computation of requirements, plans for activation and inactivation, facility requirements, equipment allowances, and materiel accounting. Develops working capital fund operating programs and determines operating budget. Provides guidance on handling of readiness materiel stocks, including location, type of storage, protection, security, and quality control.

4.2.2.2. **Acquisition Logistics.** Directs acquisition logistics activities. Plans for and manages systems, subsystems, and equipment throughout their life cycle, including integrated logistics support activities. Develops, initiates, integrates, and manages all logistics actions associated with life cycle management of weapon systems, subsystems, and equipment. Serves as logistics focal point throughout the system's life cycle. Formulates logistics management and fiscal policy for weapon systems.

4.2.3. **Fuels Management.** Directs fuels management operations to include environmental compliance; inventory management of ground and aviation fuels and cryogenic fluids.

Determines, provisions, computes, and analyzes current and projected petroleum requirements; computes, establishes, and maintains stock levels; manages fuel receipt from pipelines, trucks, rail cars, and marine vessels. Manages fuel dispensing systems, bulk fuel storage facilities, cryogenics production and storage, and test and evaluation of fuels samples. Develops plans and establishes policies and procedures to manage fuels activities, including systems design, plans for activation and inactivation, facility requirements, equipment allowances, and accounting. Interprets fuels directives. Inspects, reviews, and evaluates work methods and procedures. Resolves problems related to storage, fire hazards, and truck fill stand and aircraft refueling areas. Coordinates with commander, staff, and operating units on wartime, contingency and peacetime fuels support. Coordinates with elements of DoD and other governmental organizations to assure support to Air Force units.

4.2.4. **Distribution Management.** Directs distribution management operations to include induction, receipt, storage, and movement/positioning of supplies and equipment. Responsible for logistics pipeline management and time-sensitive delivery of materiel in support of peace, contingency, and wartime operations. Maintains accountability for supplies and equipment. Resolves problems related to storage, safety, and fire hazards. Manages storage space utilization and develops and maintains a storage facility and mechanized materiel handling equipment modernization program to include maintenance, future upgrades, and warehouse requirements. Determines readiness requirements, including emergency supply support plans, tactical and strategic movement of personnel, materiel, and units. Provides guidance and oversight on handling of readiness materiel stocks, including location, type of storage, protection, security, and quality control.

4.2.5. **Aerial Port Operations.** Directs aerial port operations to include management of fixed and mobile air terminals through various sub-processes to include: Fleet Service, Aerial Delivery, Passenger Terminals, Freight, and the Air Terminal Operations Center. Coordinates contingency transportation support requirements and capabilities with other agencies using the Global Transportation Network (GTN), Global Command and Control System (GCCS), the Global air Transportation and Execution System (GATES) and other systems. Coordinates military and commercial aircraft schedules with appropriate control and operations centers and flightline agencies using the Global Decision Support System (GDSS) and GCCS. Evaluates movement forecasts and flow of personnel and cargo into the most efficient mode of the Defense Transportation System. Collects and analyzes data on air transportation schedules and coordinates and tracks movement of cargo, personnel and personal property by commercial or military modes using GTN and systems which interface GTN, the defense total asset visibility system. Maintains liaison with US Transportation Command (USTRANSCOM), other services and federal agencies to schedule and coordinate movement of cargo and personnel. Ensures proper allocation and effective use of transportation resources. Establishes and administers an effective packaging and preservation program.

4.2.6. **Vehicle Management.** Directs vehicle management operations to include coordination of vehicle and equipment requirements, assignments, priorities and warranty repairs with the Air Force Equipment Management System (AFEMS) and Automated Fleet Information System (AFIS). Evaluates quality of operator care and maintenance. Determines operational requirements and specifications including reliability, maintainability and standardization for facilities, vehicles and materiel handling equipment. Develops policies and procedures for the

administration of vehicle abuse and misuse programs. Collects and analyzes data on vehicle operations and maintenance.

5. Specialty Information. Adequate education/training and timely progression from the entry level to staff officer skill level play an important role in the Air Force's ability to accomplish its mission. It is essential that everyone involved do their part to plan, manage, and conduct an effective education and training program. The guidance provided in this part of the CFETP will ensure each individual receives viable training at appropriate points in their career. The following narrative and AFSC 21RX Career Field Development flow charts identify career skill progression.

5.1. Home Station Training Program. The purpose of this training program is to provide the framework for training officers new to the Logistics Readiness career field before they attend the basic skills course. The details of this program are listed in Part II, Section E.

5.2. Entry Level Officer (21R1) Training. Completion of the Logistics Readiness Officer (LRO) basic course is mandatory. Upon completion of the LRO basic course, officers will enter formal base-level on-the-job proficiency training that leads to qualification in each of the three core competencies; distribution management, materiel management, and contingency operations. Officers must complete at least 12 months in each of the three competencies to become fully qualified. Officers should seek to attend LOG 199 training prior to the four-year point. Senior officers are required to establish training programs (see Part II, Section E) that will enable officers to attain full qualification within four to six years.

5.3. Fully Qualified Officer's (21R3/4) Continuing Education and Training. From fully qualified through senior captain, officers will enter into continuation training to broaden their experience base. Fully qualified officers may be assigned job positions or duties at wing level such as flight commander or be assigned to NAF or MAJCOM staff positions. Fully qualified officers may be considered for assignment to a depot, special duty assignment, Air Force Intern Program, or acquisition/sustainment logistics. Other career opportunities with various programs such as Education with Industry, or Logistics Career Broadening Program with the Air Force Materiel Command depots can be the next assignment. Individuals should complete Squadron Officer's School (SOS) prior to their seventh year of commissioned service. LROs should consider attending AFIT's Combat Logistics Course, Fundamentals of Supplying the Expeditionary Air Force the Defense Regional Inter-Service Support (DRIS) Course, Joint Operational Planning and Execution System Course (JOPES), and Contingency Wartime Planning Course (CWPC) described in Section B. LROs are also highly encouraged to complete a graduate degree prior to meeting the promotion board for major (see Part II, Section B for AFIT Masters degree opportunities).

5.3.1. During the transition from Company Grade to Field Grade, officers can expect to fill positions as squadron operations officers or aerial port operations officers at the wing level. They can also fill staff positions at NAF, MAJCOM, Air Staff, and Joint Assignments. Officers will attend the Intermediate Logistics Readiness Officer Course (to be developed). If not already done, officers should take courses or obtain knowledge on management of resources and personnel, and attend AFIT's Strategic Logistics Management course.

5.3.2. As a Field Grade Officer, officers can expect to fill positions as a squadron operations officer in a large squadron, squadron commanders, or deputy Mission Support group commanders at wing level and staff positions at all levels above the wing, to include joint staff duty and DoD agencies. If not already done, officers should take courses or obtain knowledge on management of resources and personnel, and attend AFIT's Strategic Logistics Management course and Senior Executive Transportation Program, see Part II, Section B for further information on these courses. Field grade officers may be considered for the Professional Enhancement Program. Majors should complete Intermediate Service School and lieutenant colonels should complete Senior Service School.

6. Training Decisions. The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the Logistics Readiness Officer career field. Inception of the LRO represents a fundamental shift in officer training and qualification. Each LRO will be required to attain proficiency in each of the three core competencies before attaining the designation of "fully qualified." Chart 2 outlines proficiency training. The spectrum includes a strategy for when, where, and how to meet these training requirements. The strategy must ensure we develop affordable training, eliminate duplication, and prevent a fragmented approach to training.

6.1. Initial Skills. The Logistics Readiness Officer basic course for AFSC 21RX will discuss Distribution Management, Materiel Management, and Contingency Operations. The course will emphasize Expeditionary Combat Support capabilities critical to the full spectrum of unit level logistics operations in garrison and deployed areas such as preparing the force for deployment, positioning and sustainment.

6.1.1. Round-out Training. Round-out training has two components--training and experience. Training during the transition period (July 2002 through November 2004) will be provided through exportable courses. Current company grade officers who possess a 21GX, 21SX, or 21TX AFSC and who have attended a previous initial skills or bridge course, but who have not attended training in all aspects of logistics readiness, will be required to complete round-out training for those competencies not awarded. For example, a captain who has completed the Transportation Basic Course will be required to complete the Logistics Plans, Supply, and Fuels Exportable courses and 12 months in a proficiency leading up to completion of one additional core competency (See Chart 2). Field grade officers, and captains selected for major prior to 1 October 2002 (board results announced), will be grandfathered and awarded the fully qualified AFSC 21R3 on 1 November 2002. However, officers are highly encouraged to complete the courses. Round-out courses cannot be substituted for initial core skill training.

6.1.2. Air Reserve Component (ARC) Considerations. ARC officers will be required to attend initial skills training; however, they are not required to attend the full course. During the transition period, they are required only to attend the module for the position to which they are currently assigned. ARC officers will attend the specific course applicable to the assigned core specialty and will complete the remainder of the training via exportable courseware. ARC officers who are not accessions will have until 30 November 2004 to complete all resident and non-resident training as well as 12 months of experience in each core competency required for their round-out. Where core competency experience is not available at an individual's assignment location, waiver authority for experience only (education will not be waived) resides with the Air Force Career Field Manager per AFI 36-2101.

6.2. Advanced Training. Officers will attend a mandatory intermediate course (to be developed) following promotion to major.

6.3. Continuing Education and Training. Logistics Readiness Officers can seek out AFIT courses to augment training in the form of, Introduction to Logistics (LOG 199), Combat Logistics (LOG 299), and Strategic Logistics Management (LOG 399). Additionally, the officer may attend Supplying an Aerospace Expeditionary Force (LOG 260), Production Management (LOG 131, LOG 132), and Contingency Wartime Planning Course (CWPC), Joint Doctrine Air Campaign Course (JDACC), and Joint Planning Orientation Course (JPOC). Other courses include Advanced Transportation Course, courses at University of Tennessee (Supply Chain Management), Penn State (Managing Effective Supply Chains), Northwestern University (Advanced Transportation and Distribution Logistics), and Education with Industry (EWI), and Professional Enhancement Program (PEP). Additionally, individuals working in the support agreements area can attend the Defense Regional Inter-Service Support (DRIS) Course. Officers may also attend the Joint Course on Logistics. See Part II, Section B. Other courses are taught at local colleges and universities and should be considered as a part of an individual's career development.

7. Career Field Path. Chart 1 below identifies where you may be assigned during your career and at the grade you should expect to be eligible for that duty as a Logistics Readiness Officer. In some cases experience and education will determine your assignment.

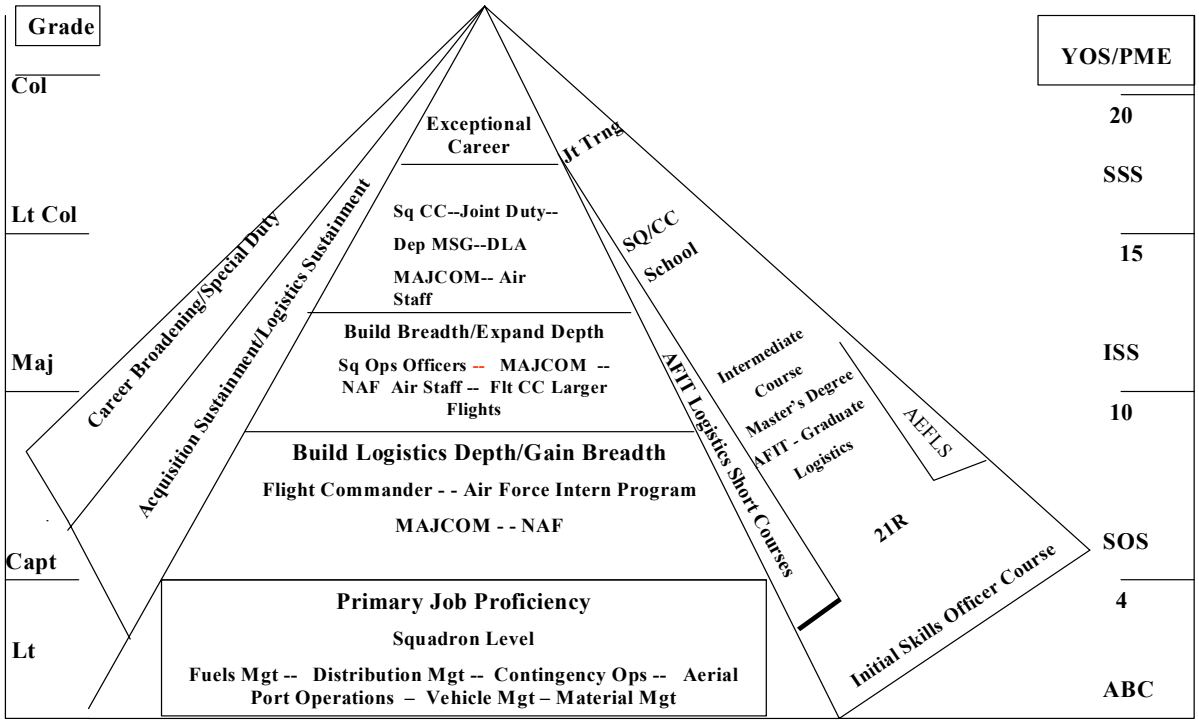

Chart 1. Career Path Pyramid

Section C – Logistics Readiness Specialty Qualifications

8. Purpose. The various levels in the 21RX career field are defined in terms of desired outcomes of training for each qualification level in the Logistics Readiness Officer specialty. This section explains the logistics readiness officer upgrade training requirements in broad, general terms. The specific desired outcomes of training are identified in the course training standards.

9. Specialty Qualifications:

9.1. Entry Level

9.1.1. **Logistics Readiness Officer Specialty Qualifications: 21R1.**

9.1.1.1 **Knowledge.** Basic entry level. General knowledge should be acquired through field level (approximate) orientation in different elements/sections within a field-level organization. (See Part II, Section B).

9.1.1.2. **Education.** Undergraduate academic specialization in logistics management, economics, management, business administration, computer science, information management systems, finance, accounting, petroleum engineering, chemical engineering, or industrial management is highly desirable.

9.1.1.3. **Training.** None required.

9.1.1.4. **Experience.** Experience is acquired during a minimum 6-week orientation period at a field level unit rotating through various elements/sections.

9.1.1.5. **Other.** None required.

9.1.2. **Training Sources.** Not applicable.

9.1.3. **Implementation.** Not applicable.

9.2. **Qualified Level Training**

9.2.1. **Logistics Readiness Officer Specialty Qualifications: 21R3**.

9.2.1.1. **Knowledge.** Fully Qualified AFSC. Knowledge of the following core competencies is mandatory: Materiel Management, Distribution and Contingency Operations. A Logistics Readiness Officer must have a well-developed knowledge of all three core competencies. The six SEIs will be used to track and manage the career field. It is not necessary to gain all six SEIs to be awarded three core competencies (see Chart 2).

9.2.1.2. **Education.** Undergraduate academic specialization in logistics management, economics, management, business administration, computer science, information management systems, finance, accounting, petroleum engineering, chemical engineering, or industrial management is highly desirable.

9.2.1.3. **Training.** Completion of the Logistics Readiness Officer basic course is required (L3OBR21R1 000).

9.2.1.3.1. **Transition.** For officers that already possess logistics plans, supply, or transportation AFSC and who have attended a basic or bridge course, the round-out program will be utilized. Officers will complete, by testing and passing, one or more applicable exportable course by November 2004. Officers who have not completed a basic course will be treated as a new accession. To enroll in the exportable courses, officers will request training through their job site training point of contact (usually located in the Base Education Office or check the 2AF Web Site). Officers will complete the required reading and exercises and tests. If the officer is not able to pass an end-of-block test within two attempts, the officer will be disenrolled from the course for a minimum of 90 days. Round-out courses will be completed within 90 days of enrollment and receipt of course material (unless an extension is granted by 345 TRS/DORP through the servicing base education office). Round-out courses must be completed by 30 November 2004. If courses are not complete, Commanders will downgrade the officer to a 21R1. Instructors will earn round-out credit once they are qualified to teach the course or the blocks of instruction that correspond to the exportable versions of the LRO course.

9.2.1.3.2. **New Accessions**. New accessions, with a class start date of 24 June 2002 or later, will complete the Logistics Readiness Officer basic course.

9.2.1.3.3. **Air Reserve Component (ARC) Officers.** Officers who have not completed a basic or bridge course in their specialization must attend a block of training for the position to which they are assigned (Transition Phase only); however, officers are authorized to attend the entire LRO Basic Course. Those who do not attend the entire LRO Basic Course will continue training by completing exportable round-out courses. Prior to attending the in-resident course, officers will be required to complete the Logistics Readiness Officer, Introduction to Logistics Course (L6ONU21R1 001) as a prerequisite. This course can be waived on a case-by-case basis with the recommendation of the MAJCOM functional manager and the approval of the AF Career Field Manager.

9.2.1.3.4. **Proficiency Training.** Officers will complete proficiency training in each of the three core competencies to become fully qualified in the AFSC. Developing and demonstrating detailed knowledge required for award of an SEI in one or more proficiencies within the core competency can gain proficiency in a competency. Accession officers must spend at least 12 months in each core competency to become qualified. Round-out officers must spend at least 12 months in one additional core competency to remain fully qualified. The training will be documented in an individual's training record and approved by the unit commander or designated representative (see Part II, Section F). Note in Chart 2, there are three competencies that must be completed for full qualification. Officers must spend a minimum of 12 months in a proficiency within a core competency to become "fully qualified." Officers will be available for deployment after completion of one core competency based on the SEI earned. Once an officer has earned a proficiency/SEI, commanders should take action to update the officer's personnel record with a AF FM 2096 action through the servicing Military Personnel Flight. Commanders mark the appropriate SEI in Block II and sign, members sign Block III, Group Commanders sign Block VI. Information and coding information about the SEIs may be found at AFM 36-2105. Proficiencies and core competencies are related as described in Chart 2:

				Years	<2	< 4	< 6
Competencies	Materiel Management	Distribution	Contingency Operations	Minimum Cumulative Competencies	1	2	3
Must gain one SEI minimum in each competency							
Special Experience Identifiers (Proficiencies)	Materiel Management or Fuels Management	Distribution Management or Aerial Port Operations Or Vehicle Management	Contingency Operations	Minimum Cumulative SEIs	1	2	3
Note 1: Officer may be deployed after completing and gaining experience in one SEI.							
Note 2: Officer is considered fully qualified after gaining experience in all core competencies.							

Chart 2. Qualification Matrix

9.2.1.4. **Experience.** Completion of 12 months (for a total of 36 months) in each of the three core competencies is mandatory for upgrade to the fully qualified AFSC 21R3. This period begins when the officer is assigned to a LRO position (i.e. AF Form 2096, Classification/On-the-Job Training Action), approved at the Air Force Personnel Center level or through a career broadening PCS move. Prior enlisted experience will be considered for qualification. Officers must have attained a 7-level in supply (2SXXX), fuels (2FXXX), logistics plans (2GXXX), or transportation (2TXXX) as a NCO.

9.2.1.5. **Other.** None required.

9.2.2. **Training Sources.** Initial entry-level course is mandatory for upgrade and will be developed and taught by AETC. A list of training courses to support education and training in the logistics area is in Part II.

9.2.3. **Implementation.** Upon completion of the basic course, or completion of required round-out courses, and qualification in the three core competencies, officers will be upgraded to the fully qualified 21R3 AFSC. See Part 2 for appropriate course numbers.

9.3. **Advanced Training:**

9.3.1. **Staff Officer Specialty Qualifications: 21R4.**

9.3.1.1. **Education.** Masters degree in an appropriate discipline and completion of appropriate professional military education is highly encouraged. See Part II, Section D for additional education opportunities. Other courses are taught at local colleges and universities and should be considered as a part of an individual's career development.

9.3.1.2. **Training.** Completion of the LRO Intermediate Course (to be developed) is required. See Part II, Section B for additional training opportunities.

9.3.1.3. **Experience.** Broad experience in operational and wholesale logistics is mandatory in multiple competencies for staff and joint assignments. Logistics experience must be augmented and tempered with experience and knowledge in aerospace operations; logistics information systems, their capabilities, limitations, and technical characteristics; current USAF doctrine, theory, fundamentals, and procedures of other areas of logistics; operating budget preparation; and USAF operations and organizations.

9.3.1.4. **Other.** None required.

9.3.2. **Training Sources.** An intermediate Logistics Readiness Officer course will be developed and taught by AETC. A list of training courses to support education and training in the logistics area is in Part II, Section B.

9.3.3. **Implementation.** DAFSC 21R4 is only for the duration of an assignment at a NAF or higher staff level position.

Section D – Resource Constraints

NOTE: There are currently no known constraints. This area is reserved.

PART II

Section A - Course Training Standards (CTS)

DEPARTMENT OF THE AIR FORCE CTS L3OBR2IR1 000
37th Training Group (AETC)(PDS Code ILQ)
Lackland Air Force Base, Texas 78236-5717

L3OQR21R1 000
PDS Code 07)
L3OQR21R1 001
PDS Code I05)
L3OQR21R1 002
PDS Code I0A)
L3OQR21R1 003
PDS Code I0B)
May 2002

LOGISTICS READINESS OFFICER
LOGISTICS READINESS OFFICER, ARC SUPPLY
LOGISTICS READINESS OFFICER, ARC FUELS
LOGISTICS READINESS OFFICER, ARC TRANSPORTATION
LOGISTICS READINESS OFFICER, ARC LOGISTICS PLANS

1. Implementation of training in support of these CTSs is with classes beginning 020624 and graduating 021030 for course L3OBR21R1 000, beginning 020709 and graduating 020805 for courses L3OQR21R1 000 and L3OQR21R1 003, and beginning 020806 and graduating 020903 for courses L3OQR21R1 001 and L3OQR21R1 002.

2. **Purpose:** These course training standards:

a. Establish the training requirements, using behavioral statements, for courses L3OBR21R1 000, Logistics Readiness Officer; L3OQR21R1 000, Logistics Readiness Officer, ARC Supply, L3OQR21R1 001, Logistics Readiness Officer, ARC Fuels; L3OQR21R1 002, Logistics Readiness Officer, ARC Transportation; and L3OQR21R1 003, Logistics Readiness Officer, ARC Logistics Plans.

b. Provide the basis for development or more detailed training materials, training objectives, and training evaluation instruments for the course.

3. **Course Description:** These are the in-resident modular courses for accession, active duty and ARC officers. These courses provide training to personnel in AFSC 21R1, in the knowledge and skills needed to perform the duties of Logistics Readiness Officers. Training includes: introduction to logistics, wing peacetime structure, distinguish between missions of logistics organizations, distinguish between logistics processes and their interrelationship, the role of logistics in contingency planning, logistics organizations' role in deployment structure, define the Expeditionary Air Force (EAF) concept, expeditionary logistics organizations' role in deployment

structure, wing/group/squadron programs that impact logistics, logistics readiness officer issues, Supply Management Activity Group (SMAG), the standard base supply system (SBSS), inventory stockage policy, principles of inventory storage and distribution, issues and requisition process, repair cycle management process/due-in from maintenance (DIFM), equipment management, mission support (PEACETIME/CONTINGENCY [WARTIME] SUPPORT), fundamentals of fuels management, responsibilities of fuels operations, compliance and environmental issues, fuels information service center, contingency/wartime mission support, introduction to transportation, personal property, cargo movements (PEACETIME), passenger movements (PEACETIME), process management, vehicle management, contingency operations, introduction to logistics plans, support agreements, war reserve materiel (WRM), plans, deployments, logistics plans contingency roles, and base support and expeditionary site planning.

4. **Qualitative Requirements:** Attachment 1 contains the behavioral statements referenced in paragraph 2. An asterisk (*) indicates a wartime training requirement.

5. **Recommendations:** Comments and recommendations are invited concerning the quality of AETC training. Reference this CTS and address correspondence regarding changes to 37 Mercury Dr, Lackland AFB TX 78236-5717. Use AF Form 1284, Training Quality Report (TQR), to identify unsatisfactory performance or individual graduates as prescribed in AFI 36-2202. A Customer Service Information Line has been installed for the supervisor's convenience to identify graduates who may have received over or under training on task/knowledge items listed in the training standard. For a quick response to problems, call our Customer Service Information Line, DSN 473-2917, anytime day or night.

MARY KAY HERTOG, Colonel, USAF
Commander

1 Atch
Behavioral Statements
Prepared by: 345 Technical Training Squadron/DORP
Approved by and Date: 345 TRS/CD, 24 May 02

Distribution: X:
HQ USAF/LG-1; HQ AETC/DOOL-1; HQ AETC/LG-1; HQ AFRC/LG-1; HQ AFSOC/LG-1; HQ AFRC/DPTS-1; HQ ACC/LG-1; HQ PACAF/LG-1; HQ USAFE/LG-1; HQ AFMC/LG-1; HQ SSG/LG-1; AFSAT/SD-1; ANGRC/LG-1; CCAF/AYDM-1; HQ AFSPC/LG-1; 37 TRW/MO-1; HQ AETC/XPMRT-1; AFOMS/OMYO-1; AFOMS/OMD-1; AUL/LSE-1; HQ AMC/LG-1; 345 TRS/DOR-10; 345 TRS/TTL-10

CTS L3OBR21R1 000
L3OQR21R1 000
L3OQR21R1 001
L3OQR21R1 002
L3OQR21R1 003

BEHAVIORAL STATEMENTS

1. INTRODUCTION TO LOGISTICS
a. Define Logistics
b. Identify logistical facts associated with military history
c. Identify the major tenets of logistics doctrine

2. WING PEACETIME STRUCTURE
a. Identify the mission of the Wing Commander and Wing Staff functions
b. Identify the mission of Logistics Group
c. Identify the mission of Operations Group
d. Identify the mission of Support Group
e. Identify the mission of Medical Group
f. Identify the mission of Materiel Maintenance Groups

3. DISTINGUISH BETWEEN MISSIONS OF LOGISTICS ORGANIZATIONS

4. DISTINGUISH BETWEEN LOGISTICS PROCESSES AND THEIR INTERRELATIONSHIP

5. THE ROLE OF LOGISTICS IN CONTINGENCY PLANNING
a. Define the documents used in contingency planning
b. Define the logistics command and control process
c. Identify the linkage between operations and logistics in the planning function
d. Identify responsibilities for deploying the wing
e. Identify the role logistics plays in employment and deployment
f. Define the relationship between the deployment work centers and the logistics processes

6. LOGISTICS ORGANIZATIONS' ROLE IN DEPLOYMENT STRUCTURE
a. Identify the responsibilities of Transportation Squadron
b. Identify the responsibilities of Supply Squadron
c. Identify the responsibilities of Logistics Support Squadron
d. Identify the responsibilities of Maintenance and Munitions Squadrons
e. Identify the responsibilities of Contracting Squadron
f. Identify the responsibilities of Aerial Port Squadrons
g. Define the relationship between the squadrons
h. Define the role of logistics officers during deployment operation

7. DEFINE THE EXPEDITIONARY AIR FORCE (EAF) CONCEPT

BEHAVIORAL STATEMENTS

8. EXPEDITIONARY LOGISTICS ORGANIZATIONS' ROLE IN DEPLOYED STRUCTURE

a. Identify similarities and differences of missions for logistics organizations while deployed
b. Identify the responsibilities of Expeditionary Air Mobility Squadron
c. Identify the responsibilities of Expeditionary Maintenance Squadron
d. Identify the responsibilities of Expeditionary Transportation Flight
e. Identify the responsibilities of Expeditionary Supply Flight
f. Identify the responsibilities of Expeditionary Logistics Plans Flight
g. Identify the responsibilities of Expeditionary Contracting Flight
h. Define the relationship between the organizations
i. Identify the role of logistics officers while deployed

9. WING, GROUP, AND SQUADRON PROGRAMS THAT IMPACT LOGISTICS

a. Identify key aspects of the Disaster Preparedness Program
b. Define how the Air Force Inspection System relates to logistics
c. Define roles associated with Training Management
d. Define how budget activities relate to logistics
e. Interpret data from manpower documents
f. Define the Hazardous Communications program
g. Define how Operations Security (OPSEC) requirements impact logistics
h. Define Force Protection
i. Prepare a Status of Resources and Training System (SORTS) report
j. Define how environmental compliance requirements impact logistics

10. LOGISTICS READINESS OFFICER ISSUES (NON-MEASURABLE)

11. SUPPLY MANAGEMENT ACTIVITY GROUP (SMAG)

a. Describe the SMAG process
b. Describe the SMAG Operating Program
c. Identify the impact various transactions have on the SMAG ratio(s)
d. Describe how Materiel Acquisition Control Record (MACR) factors are applied to control submission of requisitions
d. Describe how specified transactions affect the supply account
e. Identify elements of the Materiel Support Division (MSD)
f. Identify the concepts of the Defense Working Capital Fund (DWCF)
g. Describe end-of-year close-out procedures
h. *Analyze supply support indicators to determine their impact on the account

12. THE STANDARD BASE SUPPLY SYSTEM (SBSS)

a. *Describe the automated system supporting the SBSS (Integrated Logistics Systems-Supply)
b. *Identify the purpose of the terminal/personal computer (PC) security program
c. Identify SBSS database record types
d. *Identify the basic transaction processes within the SBSS
e. *Describe the objective of rejects and management notices
f. *Identify the duties and responsibilities of the Chief of Supply

BEHAVIORAL STATEMENTS

13. INVENTORY STOCKAGE POLICY

a. Principles of Stockage Policy
   (1) *Identify the layers of inventory
   (2) Determine the costs involved in establishing inventory levels
   (3) *Describe the concept of Economic Order Quantity (EOQ)
   (4) *Describe the concept of a reorder point

b. Stockage Policy for Consumable Items (XB3/XF3)
   (1) *Identify data elements on the item record used to compute demand levels for consumable items
   (2) Identify the criteria used to determine the range of stock for consumable items
   (3) Identify the factors used to determine the depth of stock for consumable items
   (4) Solve a consumable item stockage problem
   (5) State the impact of the Air Force/DOD stock retention policy on the SBSS

c. Stockage Policy for Reparable Items (XF3/XD2)
   (1) *Identify data elements on the item record and repair cycle record used to compute demand levels for reparable items
   (2) Identify the factors used to determine the range and depth of stock for reparable items
   (3) Differentiate between how reparable and consumable demand levels are established
   (4) Solve a reparable item stockage problem
   (5) *Describe Execution and Prioritization of Repair Support System (EXPRESS) and its application in determining repair
   (6) *Describe how the Readiness Based Leveling (RBL) program is used to compute and push levels for reparable items

d. Adjusted Stock Levels
   (1) State the purpose of adjusted stock levels
   (2) Identify the processes used to establish and maintain adjusted stock levels
   (3) Solve an adjusted stock level problem
   (4) Describe the use of selected Spares Support Lists
   (5) Describe the use of mission change data

e. Supply Chain Management
   (1) Define the concept of Supply Chain Management
   (2) Identify facts related to major wholesale supply processes
   (3) Identify facts related to the organizational responsibilities of AFMC and DLA
   (4) Identify the roles of key wholesale managers

14. PRINCIPLES OF INVENTORY STORAGE AND DISTRIBUTION

a. *Describe the principles of storage and materiel handling
b. *Describe types of storage facilities
c. *Describe materiel flow
d. *Describe the Storage and Issue process
e. Describe the application of mechanized materiel handling systems and storage aids
f. *Identify the impacts of Air Force Occupational Safety, Fire, and Health (AFOSH)
g. *Define selected aspects of environmental compliance guidelines on material storage

h. *Identify the impacts of resource protection

15. *ISSUE AND REQUISITION PROCESS

a. Issue/Due-out Process
   (1) Describe the issue/due-out process
   (2) Evaluate selected due-out review and validation listings to determine corrective actions for potential problems
b. Requisitioning
   (1) Describe the Military Standard Requisitioning and Issue Procedures (MILSTRIP) process
   (2) Describe the requisitioning process
   (3) Interpret applicable reports and inquiries to resolve requisitioning problems
c. Mission Capability (MICAP) Processing
   (1) Describe the MICAP reporting system
   (2) Evaluate MICAP cause and delete codes to determine corrective actions
   (3) Interpret data from MICAP Asset Sourcing System (MASS) and other Defense Logistics Information Service (DLIS) applications

16. *REPAIR CYCLE MANAGEMENT PROCESS/DUE-IN FROM MAINTENANCE (DIFM)

a. Describe the repair cycle process
b. Identify selected data from the repair cycle record
c. Describe how DIFM detail records control assets
d. Describe the Awaiting Parts programs (AWP)
e. Describe the Time Compliance Technical Order (TCTO) process
f. Describe the Time Change program
g. Describe supply point procedures
h. Interpret reports and inquiries to solve a recoverable asset problem
i. Analyze supply support indicators to determine their impact on the account
j. Describe the supply and maintenance interface process

17. *EQUIPMENT MANAGEMENT

a. Describe the equipment management process
b. Describe the authorization/allowance process
c. Describe the Air Force Equipment Management System (AFEMS) (C001) system
d. Identify selected equipment management programs

18. *MISSION SUPPORT (PEACETIME/CONTINGENCY [WARTIME] SUPPORT)

a. Describe the bench stock process
b. Describe the purpose of war readiness materiel (WRM)
c. Differentiate between the types of spares packages and Mission Support Kits (MSKs)
d. Describe supply actions in support of mobility deployments
e. Describe the Supply Readiness Control Center's actions to implement both wartime and peacetime plans

BEHAVIORAL STATEMENTS

19. *FUNDAMENTALS OF FUELS MANAGEMENT

a. Identify the duties and responsibilities of the Fuels Management Team (FMT)
b. Identify selected fuels and cryogenics safety concerns
c. Research selected publications to determine responsibilities, procedures, or the proper course of action for fuels problems
d. Identify procedures used for navigating the Fuels Automated System (FAS)
e. Analyze problem scenarios to determine through which agency the fuels officer will coordinate appropriate actions
f. Describe the process to identify facility requirements

20. *RESPONSIBILITIES OF FUELS OPERATIONS

a. Identify the responsibilities of the Distribution Element
b. Identify the responsibilities of the Storage Element

21. COMPLIANCE AND ENVIRONMENTAL ISSUES

a. *Identify the functions of Compliance and Environmental
b. Analyze selected Quality Control and Inspection reports to identify adverse trends or adequacy of corrective actions
c. *Identify selected environmental concerns
d. *Define selected aspects of federal, state, local, and host nation compliance guidelines
e. Describe the various facility designs required by environmental guidelines
f. Describe guidelines for collecting, segregating and processing recoverable and waste petroleum
g. *Determine the proper course of action in response to a fuel spill scenario

22. FUELS INFORMATION SERVICE CENTER

a. *Fuels Lab
    (1) Describe procedures for assuring the quality of fuels
    (2) Describe guidelines and procedures for on base quality control of liquid and gaseous oxygen and nitrogen
    (3) Analyze selected quality scenarios in a Fuels Flight for fuel and cryogenic products to determine required action
b. Resource Control Center
    (1) *Identify the responsibilities within the Resource Control Center (RCC)
    (2) Analyze RCC data to identify problems and corrective actions
    (3) *Describe the requisitioning process
    (4) *Determine corrective actions for selected resupply problems
    (5) Identify corrective actions for excessive gains/losses
    (6) *Describe various fuel sales transactions
    (7) *Describe the Bulk Petroleum Facilities Report
c. *Identify the functions of the fuels support element

23. *CONTINGENCY/WARTIME MISSION SUPPORT

a. Describe the purpose of selected fuels support planning documents
b. Analyze a Bulk Petroleum Contingency Report (REPOL)

c. Evaluate selected fuels support planning documents to determine adequacy of support for the mission.
d. Describe basic guidance for planning and executing fuel support operations at other than main operating bases
e. Analyze bare base scenarios to determine Fuels Mobility Support Equipment (FMSE) requirements

24. *INTRODUCTION TO TRANSPORTATION

a. Identify the various levels of transportation
b. Describe the transportation core competencies
c. Identify the functions of base level transportation organizations

25. PERSONAL PROPERTY

a. Identify personal property movement policies
b. Describe personal property movement processes

26. *CARGO MOVEMENTS (PEACETIME)

a. Describe facts relating to the shipment of cargo
b. Shipment of air cargo
   (1) Identify air cargo movement policies
   (2) Describe air cargo movement processes
   (3) Identify facts related to load planning
   (4) Describe the processes for handling special cargo
   (5) Identify the capabilities of information systems used in air cargo movement
c. Shipment of surface cargo
   (1) Identify surface cargo movement policies
   (2) Describe surface cargo movement processes
   (3) Identify the capabilities of information systems used in surface cargo movement

27. *PASSENGER MOVEMENTS (PEACETIME)

a. Identify passenger movement policies and passenger travel entitlements
b. Passenger movement processes
   (1) Identify military travel processes
   (2) Identify commercial travel processes

28. *PROCESS MANAGEMENT

a. Identify relevant process management policies
b. Describe relationships between Command and Control (C2) agencies
c. Identify aircraft characteristics
d. Identify Materiel Handling Equipment (MHE) capabilities
e. Describe process management execution
f. Identify process management information and analysis systems

29. *VEHICLE MANAGEMENT

a. Vehicle Operations Principles
   (1) Identify Vehicle Operations policies

(2) Describe Vehicle Operations programs
(3) Describe Vehicle Operations processes

b. Vehicle Maintenance Principles
(1) Identify Vehicle Maintenance policies
(2) Describe Vehicle Maintenance programs
(3) Vehicle Maintenance Processes
(a) Describe the Vehicle Maintenance Repair process
(b) Describe Vehicle Management and Analysis processes
(c) Describe Materiel Control processes

30. *CONTINGENCY OPERATIONS

a. Identify contingency and deployment policies
b. Identify pre-execution deployment processes
c. AF Deployment Processes
(1) Identify Crisis Action Team (CAT) responsibilities
(2) Identify roles and responsibilities of the Deployment Control Center (DCC)
(3) Describe Transportation Control Center (TCC) processes
(4) Describe Cargo Deployment Function (CDF) processes
(5) Describe Personnel Deployment Function (PDF) processes
(6) Describe Motor Vehicle Operations (MVO) processes
(7) Identify the capabilities of information systems used in AF deployment processes
d. Describe the joint movement process

31. INTRODUCTION TO LOGISTICS PLANS

a. Describe logistics planning
b. Describe the Logistics Plans Core Competencies
c. Describe logistics planning roles at the joint, HQ USAF, MAJCOM, Numbered Air Force (NAF), and wing/base level
d. Describe the major duties and responsibilities of logistics plans at wing level
e. Describe the publications related to managing Logistics Plans processes
f. Describe specific OPSEC vulnerabilities in context with Logistics Plans processes

32. *SUPPORT AGREEMENTS

a. Types of agreements
(1) Describe Support Agreements
(2) Describe International Agreements
(3) Describe Acquisition Cross-servicing
(4) Describe Memorandums of Agreement/Understanding
b. Describe the critical areas of a support agreement
c. Evaluate a support agreement
d. Develop a support agreement using the Support Agreement Management System (SAMS)

33. *WAR RESERVE MATERIEL (WRM)

a. Describe USAF WRM policies
b. Describe the critical aspects of WRM program management

c. Describe the types of WRM
d. Describe the process for authorizing and funding WRM
e. Describe and interpret WRM documents
f. Conduct a WRM inspection

34. *PLANS

a. Describe the purpose and benefits of planning
b. Describe the different types of plans
c. Describe the planning process participants and their role in the planning process
d. Describe the Joint Operation Planning and Execution System (JOPES)
e. Describe the USAF War and Mobilization Plan (WMP)
f. Describe the basic format of an operations plan (OPlan)
g. Describe time-phased force and deployment data (TPFDD)
h. Interpret a TPFDD
i. Describe the unit type code (UTC) life-cycle process
j. Describe Pilot and Non-Pilot unit responsibilities
k. Develop a UTC
l. Describe the Manpower and Equipment Force Packaging System (MEFPAK) Summary Report
m. Describe the different tasking methods
n. Describe the purpose of host nation support (HNS)
o. Describe facts about readiness assessment

35. *DEPLOYMENTS

a. Describe the deployment process
b. Describe deployment planning and its participants
c. Describe the responsibilities of the installation deployment officer (IDO)
d. Describe the purpose and critical areas of installation deployment guidance
e. Describe deployment training responsibilities
f. Describe the primary functions, responsibilities, and interrelationships of the deployment work centers
g. Develop deployment planning data (DPD)
h. Prepare critical deployment information
i. Describe the preparation actions for cargo processing
j. Describe the preparation actions for personnel processing
k. Prepare a schedule of events
l. Describe the interfaces between the components of the Integrated Deployment System (IDS)
m. Describe concepts and data elements used in the Logistics Module (LOGMOD)
n. Perform specified UTC data functions in LOGMOD
o. Perform specified squadron-level LOGMOD transactions
p. Interpret the different LOGMOD output products
q. Participate in a deployment exercise

BEHAVIORAL STATEMENTS

36. *LOGISTICS PLANS CONTINGENCY ROLES

a. Describe logistics command and control (LOG C2)
b. Describe employment
c. Describe sustainment
d. Describe redeployment
e. Describe reconstitution

37. *BASE SUPPORT AND EXPEDITIONARY SITE PLANNING

a. Describe base support and expeditionary site planning processes
b. Describe the responsibilities of the installation deployment officer (IDO)
c. Describe reception planning processes and participants
d. Interpret a base support plan (BSP)
e. Describe the contingency site survey process
f. Conduct a contingency site survey using the Logistician's Contingency Assessment Tools (LOGCAT)
g. Evaluate beddown options using LOGCAT
h. Use time-phased force and deployment data (TPFDD)
i. Identify host nation support (HNS) options
j. Describe the cargo reception process
k. Describe the personnel reception process

DEPARTMENT OF THE AIR FORCE
37th Training Group (AETC)
Lackland Air Force Base, Texas 78236-5717

CTS L6ONU2IR1 001
(PDS Code IH4)
L6ONU21R1 002
(PDS Code IH5)
L6ONU21R1 003
(PDS Code IH6)
L6ONU21R1 004
(PDS Code IH7)
L6ONU21R1 005
(PDS Code IH8)
May 2002

LOGISTICS READINESS OFFICER, INTRODUCTION TO LOGISTICS
LOGISTICS READINESS OFFICER, SUPPLY
LOGISTICS READINESS OFFICER, FUELS
LOGISTICS READINESS OFFICER, TRANSPORTATION
LOGISTICS READINESS OFFICER, LOGISTICS PLANS

1. Implementation of training in support of these CTSs is with classes beginning 020729 and graduating 021030.

2. **Purpose:** These course training standards:

a. Establish the training requirements, using behavioral statements, for courses L6ONU21R1 00, Introduction to Logistics; L6ONU21R1 002, Logistics Readiness Officer, Supply; L6ONU21R1 003, Logistics Readiness Officer, Fuels; L6ONU21R1 004, Logistics Readiness Officer, Transportation; and L6ONU21R1 005, Logistics Readiness Officer, Logistics Plans.

b. Provide the basis for development or more detailed training materials, training objectives, and training evaluation instruments for the course.

3. **Course Description:** These exportable courses are designed to provide training for Active, Guard, and Reserve Air Force Officers who have already attended their specific specialty course/s and need to fulfill requirements to qualify for AFSC 21R3, in the knowledge and skills needed to perform the duties of Logistics Readiness Officers. Training includes: introduction to logistics, wing peacetime structure, distinguish between missions of logistics organizations, distinguish between logistics processes and their interrelationship, the role of logistics in contingency planning, logistics organizations' role in deployment structure, define the Expeditionary Air Force (EAF) concept, expeditionary logistics organizations' role in deployment structure, wing/group/squadron programs that impact logistics, logistics readiness officer issues, Supply Management Activity Group (SMAG), the standard base supply system (SBSS), inventory stockage policy, principles of inventory storage and distribution, issues and requisition process, repair cycle management process/due-in from maintenance (DIFM), equipment management, mission support (PEACETIME/CONTINGENCY [WARTIME] SUPPORT), fundamentals of fuels management, responsibilities of fuels operations, compliance and environmental issues, fuels information service center, contingency/wartime mission support, introduction to transportation, personal property, cargo movements (PEACETIME), passenger

movements (PEACETIME), process management, vehicle management, contingency operations, introduction to logistics plans, support agreements, war reserve materiel (WRM), plans, deployments, logistics plans contingency roles, and base support and expeditionary site planning.

4. **Qualitative Requirements:** Attachment 1 contains the behavioral statements referenced in paragraph 2.

5. **Recommendations:** Comments and recommendations are invited concerning the quality of AETC training. Reference this CTS and address correspondence regarding changes to 37 TRG/DOS, 1000 Mercury Dr, Lackland AFB TX 78236-5717. Use AF Form 1284, Training Quality Report (TQR), to identify unsatisfactory performance or individual graduates as prescribed in AFI 36-2202. A Customer Service Information Line has been installed for the supervisor's convenience to identify graduates who may have received over or under training on task/knowledge items listed in the training standard. For a quick response to problems, call our Customer Service Information Line, DSN 473-2917, anytime day or night.

MARY KAY HERTOG, Colonel, USAF
Commander

1 Atch
Behavioral Statements

Prepared by: 345 Technical Training Squadron/DORP
Approved by and Date: 345 TRS/CD, 24 May 02

Distribution: X:
HQ USAF/LG-1; HQ AETC/DOOL-1; HQ AETC/LG-1; HQ AFRC/LG-1; HQ AFSOC/LG-1; HQ AFRC/DPTS-1; HQ ACC/LG-1; HQ PACAF/LG-1; HQ USAFE/LG-1; HQ AFMC/LG-1; HQ SSG/LG-1; AFSAT/SD-1; ANGRC/LG-1; CCAF/AYDM-1; HQ AFSPC/LG-1; 37 TRW/MO-1; HQ AETC/XPMRT-1; AFOMS/OMYO-1; AFOMS/OMD-1; AUL/LSE-1; HQ AMC/LG-1; 345 TRS/DOR-10; 345 TRS/TTL-10

CTS L6ONU21R1 001
L6ONU21R1 002
L6ONU21R1 003
L6ONU21R1 004
L6ONU21R1 005

BEHAVIORAL STATEMENTS

1. INTRODUCTION TO LOGISTICS

a. Define Logistics
b. Identify logistical facts associated with military history
c. Identify the major tenets of logistics doctrine

2. WING PEACETIME STRUCTURE

a. Identify the mission of the Wing Commander and Wing Staff functions
b. Identify the mission of Logistics Group
c. Identify the mission of Operations Group
d. Identify the mission of Support Group
e. Identify the mission of Medical Group
f. Identify the mission of Materiel Maintenance Groups

3. DISTINGUISH BETWEEN MISSIONS OF LOGISTICS ORGANIZATIONS

4. DISTINGUISH BETWEEN LOGISTICS PROCESSES AND THEIR INTERRELATIONSHIP

5. THE ROLE OF LOGISTICS IN CONTINGENCY PLANNING

a. Define the documents used in contingency planning
b. Define the logistics command and control process
c. Identify the linkage between operations and logistics in the planning function
d. Identify responsibilities for deploying the wing
e. Identify the role logistics plays in employment and deployment
f. Define the relationship between the deployment work centers and the logistics processes

6. LOGISTICS ORGANIZATIONS' ROLE IN DEPLOYMENT STRUCTURE

a. Identify the responsibilities of Transportation Squadron
b. Identify the responsibilities of Supply Squadron
c. Identify the responsibilities of Logistics Support Squadron
d. Identify the responsibilities of Maintenance and Munitions Squadrons
e. Identify the responsibilities of Contracting Squadron
f. Identify the responsibilities of Aerial Port Squadrons
g. Define the relationship between the squadrons
h. Define the role of logistics officers during deployment operation

BEHAVIORAL STATEMENTS

7. DEFINE THE EXPEDITIONARY AIR FORCE (EAF) CONCEPT

8. EXPEDITIONARY LOGISTICS ORGANIZATIONS' ROLE IN DEPLOYED STRUCTURE

a. Identify similarities and differences of missions for logistics organizations while deployed
b. Identify the responsibilities of Expeditionary Air Mobility Squadron
c. Identify the responsibilities of Expeditionary Maintenance Squadron
d. Identify the responsibilities of Expeditionary Transportation Flight
e. Identify the responsibilities of Expeditionary Supply Flight
f. Identify the responsibilities of Expeditionary Logistics Plans Flight
g. Identify the responsibilities of Expeditionary Contracting Flight
h. Define the relationship between the organizations
i. Identify the role of logistics officers while deployed

9. WING, GROUP, AND SQUADRON PROGRAMS THAT IMPACT LOGISTICS

a. Identify key aspects of the Disaster Preparedness Program
b. Define how the Air Force Inspection System relates to logistics
c. Define roles associated with Training Management
d. Define how budget activities relate to logistics
e. Interpret data from manpower documents
f. Define the Hazardous Communications program
g. Define how Operations Security (OPSEC) requirements impact logistics
h. Define Force Protection
i. Identify facts related to a Status of Resources and Training System (SORTS) report
j. Define how environmental compliance requirements impact logistics

10. LOGISTICS READINESS OFFICER ISSUES (NON-MEASURABLE)

11. SUPPLY MANAGEMENT ACTIVITY GROUP (SMAG)

a. Describe the SMAG process
b. Describe the Air Force budget process
c. Describe the SMAG Operating Program
d. Identify the impact various transactions have on the SMAG ratio(s)
e. Describe how Materiel Acquisition Control Record (MACR) factors are applied to control submission of requisitions
f. Describe how specified transactions affect the supply account
g. Identify elements of the Materiel Support Division (MSD)
h. Identify the concepts of the Defense Working Capital Fund (DWCF)
i. Describe end-of-year closeout procedures
j. Identify supply support indicators and their impact on the account

BEHAVIORAL STATEMENTS

12. THE STANDARD BASE SUPPLY SYSTEM (SBSS)

a. Describe the automated system supporting the SBSS Integrated Logistics Systems - Supply (ILS-S)
b. Identify the purpose of the terminal/PC security program
c. Identify SBSS database record types
d. Identify the basic transaction processes within the SBSS
e. Describe the objective of rejects and management notices
f. Identify the duties and responsibilities of the Chief of Supply

13. INVENTORY STOCKAGE POLICY

a. Principles of Stockage Policy
    (5) Identify the layers of inventory
    (6) Determine the costs involved in establishing inventory levels
    (7) Describe the concept of Economic Order Quantity (EOQ)
    (8) Describe the concept of a reorder point
b. Stockage Policy for Consumable Items (XB3/XF3)
    (6) Identify data elements on the item record used to compute demand levels for consumable items
    (7) Identify the criteria used to determine the range of stock for consumable items
    (8) Identify the factors used to determine the depth of stock for consumable items
    (9) State the impact of the Air Force/DOD stock retention policy on the SBSS
c. Stockage Policy for Reparable Items (XF3/XD2)
    (7) Identify data elements on the item record and repair cycle record used to compute demand levels for reparable items
    (8) Identify the factors used to determine the range and depth of stock for reparable items
    (9) Differentiate between how reparable and consumable demand levels are established
    (10) Describe Execution and Prioritization of Repair Support System (EXPRESS) and its application in determining repair
    (11) Describe how the Readiness Based Leveling (RBL) program is used to compute and push levels for reparable items
d. Adjusted Stock Levels
    (1) State the purpose of adjusted stock levels
    (2) Identify the processes used to establish and maintain adjusted stock levels
    (3) Describe the use of selected Spares Support Lists
    (4) Describe the use of mission change data
e. Supply Chain Management
    (1) Define the concept of Supply Chain Management
    (2) Identify facts related to major wholesale supply processes
    (3) Identify facts related to the organizational structure of AFMC and DLA
    (4) Identify the roles of key wholesale managers
f. Describe regionalization and its impact on base level supply

BEHAVIORAL STATEMENTS

14. PRINCIPLES OF INVENTORY STORAGE AND DISTRIBUTION

a. Describe the principles of storage and materiel handling
b. Describe types of storage facilities
c. Describe materiel flow
d. Describe the Storage and Issue process
e. Describe the application of mechanized materiel handling systems and storage aids
f. Identify the impacts of Air Force Occupational Safety, Fire, and Health (AFOSH)
g. Define selected aspects of environmental compliance on materiel storage
h. Identify the impacts of resource protection

15. ISSUE AND REQUISITION PROCESS

a. Describe the Issue/Due-out Process Requisitioning
   (1) Describe the Military Standard Requisitioning and Issue Procedures (MILSTRIP) process
   (2) Describe the requisitioning process
b. Mission Capability (MICAP) Processing
   (1) Describe the MICAP reporting system
   (2) Identify MICAP cause and delete codes to determine corrective actions
   (3) Describe MICAP Asset Sourcing System (MASS) and other Defense Logistics Information Service (DLIS) applications

16. REPAIR CYCLE MANAGEMENT PROCESS/DUE-IN FROM MAINTENANCE (DIFM)

a. Describe the repair cycle process
b. Identify selected data from the repair cycle record
c. Describe how DIFM detail records control assets
d. Describe the Awaiting Parts programs (AWP)
e. Describe the Time Compliance Technical Order (TCTO) process
f. Describe the Time Change program
g. Describe supply point procedures
h. Identify supply support indicators and their impact on the account
i. Describe the maintenance and supply interface process

17. EQUIPMENT MANAGEMENT

a. Describe the equipment management process
b. Describe the authorization/allowance process
c. Describe the AFEMS (C001) system
d. Identify selected equipment management programs

18. MISSION SUPPORT (PEACETIME/CONTINGENCY [WARTIME] SUPPORT)

a. Describe the bench stock process
b. Describe the purpose of war readiness materiel (WRM)
c. Differentiate between the types of spares packages and Mission Support Kits (MSKs)
d. Describe supply actions in support of mobility deployments

e. Describe the Supply Readiness Control Center's actions to implement both wartime and peacetime plans

19. FUNDAMENTALS OF FUELS MANAGEMENT

a. Identify the duties and responsibilities of the Fuels Management Team (FMT)
b. Identify selected fuels and cryogenics safety concerns
c. Identify publications required for researching fuels problems, procedures, and functional responsibilities
d. Identify procedures used for navigating the Fuels Automated System (FAS)
e. Identify agencies through which the fuels officer will coordinate appropriate actions
f. Describe the process to identify facility requirements

20. RESPONSIBILITIES OF FUELS OPERATIONS

a. Identify the responsibilities of the Distribution Element
b. Identify the responsibilities of the Storage Element

21. COMPLIANCE AND ENVIRONMENTAL ISSUES

a. Identify the functions of Compliance and Environmental
b. Describe the Compliance Inspection process in the Fuels Flight
c. Identify selected environmental concerns
d. Define selected aspects of federal, state, local, and host nation compliance guidelines
e. Describe the various facility designs required by environmental guidelines
f. Describe guidelines for collecting, segregating and processing recoverable and waste petroleum products
g. Describe the proper course of action in response to a fuel spill scenario

22. FUELS INFORMATION SERVICE CENTER

a. Fuels Lab
   (1) Describe procedures for assuring the quality of fuels
   (2) Describe guidelines and procedures for on base quality control of liquid and gaseous oxygen and nitrogen
   (3) Determine required action for selected quality scenarios involving fuel and cryogenic products
b. Resource Control Center
   (1) Identify the responsibilities within the Resource Control Center (RCC)
   (2) Identify RCC data for potential problem areas
   (3) Describe the requisitioning process
   (4) Select corrective actions for selected resupply problems
   (5) Identify corrective actions for excessive gains/losses
   (6) Describe various fuel sales transactions
   (7) Describe the Bulk Petroleum Facilities Report
c. Identify the functions of the fuels support element

23. CONTINGENCY/WARTIME MISSION SUPPORT

a. Describe the purpose of selected fuels support planning documents

b. Identify the requirements for completing a Bulk Petroleum Contingency Report (REPOL)
c. Describe basic guidance for planning and executing fuel support operations at other than main operating bases
d. Determine Fuels Mobility Support Equipment (FMSE) requirements based on bare base scenarios

24. INTRODUCTION TO TRANSPORTATION
a. Identify the various levels of transportation
b. Describe the transportation core competencies
c. Identify the functions of base level transportation organizations

25. PERSONAL PROPERTY
a. Identify personal property movement policies
b. Describe personal property movement processes

26. CARGO MOVEMENTS (PEACETIME)
a. Describe facts relating to the shipment of cargo
b. Shipment of air cargo
   (1) Identify air cargo movement policies
   (2) Describe air cargo movement processes
   (3) Identify facts related to load planning
   (4) Describe the processes for handling special cargo
   (5) Identify the capabilities of information systems used in air cargo movement
c. Shipment of surface cargo
   (1) Identify surface cargo movement policies
   (2) Describe surface cargo movement processes
   (3) Identify the capabilities of information systems used in surface cargo movement

27. PASSENGER MOVEMENTS (PEACETIME)
a. Identify passenger movement policies and passenger travel entitlements
b. Passenger movement processes
   (1) Identify military travel processes
   (2) Identify commercial travel processes

28. PROCESS MANAGEMENT
a. Identify relevant process management policies
b. Describe relationships between Command and Control (C2) agencies
c. Identify aircraft characteristics
d. Identify Materiel Handling Equipment (MHE) capabilities
e. Describe process management execution
f. Identify process management information and analysis systems

29. VEHICLE MANAGEMENT
a. Vehicle Operations Principles
   (1) Identify Vehicle Operations policies

(2) Describe Vehicle Operations programs
(3) Describe Vehicle Operations processes

b. Vehicle Maintenance Principles
(1) Identify Vehicle Maintenance policies
(2) Describe Vehicle Maintenance programs
(3) Vehicle Maintenance Processes
(a) Describe the Vehicle Maintenance Repair process
(b) Describe Vehicle Management and Analysis processes
(c) Describe Materiel Control processes

30. CONTINGENCY OPERATIONS

a. Identify contingency and deployment policies
b. Identify pre-execution deployment processes
c. AF Deployment Processes
(1) Identify Crisis Action Team (CAT) responsibilities
(2) Identify roles and responsibilities of the Deployment Control Center (DCC)
(3) Describe Transportation Control Center (TCC) processes
(4) Describe Cargo Deployment Function (CDF) processes
(5) Describe Personnel Deployment Function (PDF) processes
(6) Describe Motor Vehicle Operations (MVO) processes
(7) Identify the capabilities of information systems used in AF deployment processes
d. Describe the joint movement process

31. INTRODUCTION TO LOGISTICS PLANS

a. Describe logistics planning
b. Describe the Logistics Plans Core Competencies
c. Describe logistics planning roles at the joint, HQ USAF, MAJCOM, NAF, and wing/base level
d. Describe the major duties and responsibilities of logistics plans at wing level
e. Describe the publications related to managing Logistics Plans processes
f. Describe specific OPSEC vulnerabilities in context with Logistics Plans processes

32. SUPPORT AGREEMENTS

a. Describe the types of agreements
(1) Describe Support Agreement
(2) Describe International Agreement
(3) Describe Acquisition Cross-servicing
(4) Describe Memorandums of Agreement/ Understanding
b. Describe the critical areas of a support agreement
c. Describe the process for evaluating a support agreement
d. Describe the process for developing a support agreement using the Support Agreement Management System (SAMS)

33. WAR RESERVE MATERIEL (WRM)

a. Describe USAF WRM policies

b. Describe the critical aspects of WRM program management
c. Describe the types of WRM
d. Describe the process for authorizing and funding WRM
e. Describe WRM documents
f. Describe the process for conducting a WRM inspection

34. PLANS

a. Describe the purpose and benefits of planning
b. Describe the different types of plans
c. Describe the planning process participants and their role in the planning process
d. Describe the Joint Operation Planning and Execution System (JOPES)
e. Describe the USAF War and Mobilization Plan (WMP)
f. Describe the basic format of an operations plan (OPlan)
g. Describe time-phased force and deployment data (TPFDD)
h. Describe the unit type code (UTC) life-cycle process
i. Describe Pilot and Non-Pilot unit responsibilities
j. Describe the Manpower and Equipment Force Packaging System (MEFPAK) Summary Report
k. Describe the different tasking methods
l. Describe the purpose of host nation support (HNS)
m. Describe facts about readiness assessment

35. DEPLOYMENTS

a. Describe the deployment process
b. Describe deployment planning and its participants
c. Describe the responsibilities of the installation deployment officer (IDO)
d. Describe the purpose and critical areas of installation deployment guidance
e. Describe deployment training responsibilities
f. Describe the primary functions, responsibilities, and interrelationships of the deployment work centers
g. Describe the process for developing deployment planning data (DPD)
h. Describe critical deployment information
i. Describe the preparation actions for cargo processing
j. Describe the preparation actions for personnel processing
k. Describe a schedule of events
l. Describe the interfaces between the components of the Integrated Deployment System (IDS)
m. Describe concepts and data elements used in LOGMOD
n. Describe standard and tailored UTC data functions in LOGMOD
o. Describe different squadron-level LOGMOD transactions
p. Describe the different LOGMOD output products

36. LOGISTICS PLANS CONTINGENCY ROLES

a. Describe logistics command and control (LOG C2)
b. Describe employment

c. Describe sustainment
d. Describe redeployment
e. Describe reconstitution

37. BASE SUPPORT AND EXPEDITIONARY SITE PLANNING

a. Describe base support and expeditionary site planning processes
b. Describe the responsibilities of the installation deployment officer (IDO)
c. Describe reception planning processes and participants
d. Describe the contingency site survey process
e. Describe the process for conducting a contingency site survey using LOGCAT
f. Describe the process for evaluating beddown options using LOGCAT
g. Identify host nation support (HNS) options
h. Describe the cargo reception process
i. Describe the personnel reception process

Section B - Training and Education Course Index

1. Mandatory Technical Training.

Logistics Readiness Officer Basic Course
Transition course: Initial training for the LRO. Functionally oriented 18-week course that will provide training in the four modules within LRO (supply, fuels, transportation, and logistics plans). The course has been developed to bridge the gap until the process-oriented integrated course is fielded in November 2003.

Integrated course: A course that supersedes the transition course and provides an integrated, process-oriented approach to logistics.

LRO Intermediate Course (TBD)

2. Professional Military Education.

Aerospace Basic Course (ABC)
Must be a 2nd Lieutenant. Must be completed prior to 12 months time in service.

Squadron Officer School (SOS)
Must be a Captain 48 months time in service. In-resident and correspondence options available.

Intermediate Service School (ISS)
Must be selected for Major. Air Command and Staff College is available for those officers selected to attend in residence at Maxwell AFB. Seminar and correspondence enrollment is also available through the local education office.

Senior Service School (SSS)
Must be selected for LtCol. In-resident and correspondence options are available.

3. Professional Education and Training Opportunities. Logistics readiness officers should pursue attendance at courses/training through appropriate MAJCOM focal point.

AFIT Masters Degree Programs for Logistics Readiness Officer
Logistics Management Masters Degree
The graduate logistics management program offers a graduate level curriculum culminating in a Master of Science in Logistics Management. This program is designed to improve the student's expertise and effectiveness in managing the diversity and complexity of logistics systems and related programs. The curriculum is divided into four major areas: Logistics Management, General Business Management, Quantitative/Analytical methods, and research methods and applications.
Duration: 18 months
Location: AFIT, Wright Patterson AFB OH
To Apply: Contact AFIT Registrar's Office or your local base education office

Acquisition Logistics Management Degree

This program educates students on concepts and techniques for managing acquisition logistics. The curriculum is designed to ensure that graduates of the program: 1) Comprehend the concepts of acquisition logistics and integrated logistics support, 2) Understand the basic acquisition and system life cycle processes, 3) Understand the role of the logistics manager in the acquisition process, 4) Understand how logistics Support Analysis (LSA) can be used to insure the integration of logistics considerations into the system engineering and design process, 5) Know the basic life cycle cost techniques, 6) Understand the impact of the reliability and maintainability on the operation and support of a system, 7) Have familiarity with the computer-aided acquisition logistics tools currently available.

Duration: 18 Months

Location: AFIT, Wright Patterson AFB OH

To Apply: Contact AFIT Registrar's Office or your local base education office

AFIT LOG 199 Introduction To Logistics

This is an Air Force Institute of Technology (AFIT) course designed to prepare Air Force personnel for entry into the logistics career field. It provides a conceptual overview of Air Force logistics and its environment. This includes organizations, planning , integration of logistics systems, functions, principles, processes, and issues.

Officers with no prior logistics experience should attend this course prior to the entry-level technical school.

VTC Course.

Prerequisites: Personnel initially assigned or pending assignment to the logistics career field specialties from a non-logistics specialty. Grade requirement: (a) military officers, 0-1 through 0-3; (b) non-commissioned officers, E-5 through E-7; (c) civilians, GS-5 through GS-12.

Duration: Depends on customer requirements

To enroll, contact your base education office

AFIT LOG 299 Combat Logistics

Provides an overview of the wartime roles and responsibilities of the logistics manager and an understanding of how logistics contributes to the overall war effort.. Provides an introduction to combat logistics planning, strategies, and contingency procedures that will likely be implemented in a wartime scenario.

Logistics in wartime, lessons learned in W.W.II, Korea, Vietnam, and other conflicts; current procedures and concepts including depot surge, aircraft battle damage repair, combat supply, logistics C2, propositioning, combat environment, strategic deployment and the US Deployment Agency; and logistics impact on operations planning. Students complete a simulated force planning process including transportation feasibility estimates and shortfall resolution and culminate in the application of knowledge and concepts learned in a war game exercise scenario. Concludes with an examination of near term logistics systems and logistics environment of the future.

Prerequisites**:** O-2 through O-3, E-6 through E-9, and civilians (GS-9 through GS-13) in the logistics career field assigned to operational logistics positions at joint and unified commands, major/intermediate command headquarters, and wing/base level. College degree recommended.

Duration: Depends on customer requirements

To enroll, contact your base education office

AFIT LOG 399 Strategic Logistics Management

To increase student understanding of the total logistics system from the national through the operating levels, and to improve the decision making skills of logistics managers at those levels. The course emphasizes the missions, responsibilities, roles, interrelationships and interdependencies of strategic logistics. The principles of logistics analysis and planning are merged with the principles of management theory and decision-making.

This course centers on strategic support of operational logistics systems. By necessity, it exposes the logistician to the total logistics spectrum of research and development, acquisition, deployment, operational support, and disposal. Heavy emphasis is placed on simulated operational deployment, long-range support, retrograde, and disposal. Students are afforded a variety of opportunities to learn and apply management techniques during the simulation.

Prerequisites: Personnel in all logistics career field specialties, Military: (Officer) Major and Lieutenant Colonel; (Enlisted) E-8 & E-9; Civilian; GS/GM 13 and 14. Five to eight years experience in a logistics career field is highly desirable.

Security Clearance: Secret

Duration: 10 Class Days at Wright-Patterson AFB, OH

To enroll, contact your MAJCOM functional manager (Section E)

Air Mobility Warfare Center (AMWC) Courses

Located at Ft Dix, NJ, the Air Mobility Warfare Center is an AMC organization set up to train, test and educate forces in all aspects of air mobility.

Aerial Port Operations Course

Provides supplemental training in the knowledge and skills necessary to perform strategic aerial port duties in AMC-owned and operated terminals, to include familiarization training on the Global Air Transportation Execution System (GATES). Enhances student knowledge of core aerial port workcenters, to include the Air Terminal Operations Center (ATOC), Cargo Processing, Special Handling, and Passenger Service. Lessons include Command Structure, In-transit Visibility, Airlift Scheduling, Cargo Clearance, Special Handling, Outbound Mission Setup, Cargo Receipt and In-check, Palletization, Center of Balance, Aircraft Load Planning, Aircraft Loading, Restraint and Shoring, Current Events, Customer Relations, Travel Eligibility, Baggage Service, Passenger Processing, Departed Missions, and Air In-bound Processing. Training is student-centered with hands-on scenarios.

Air Transportation Contingency Operations Course

Provides supplemental air transportation training to perform contingency operations concentrating on the skills and knowledge necessary to perform joint inspections. Students are given an overview of operations setup from the headquarters level down to the work center functions in a deployed location. Subjects include command structure, functional areas of deployed operations, user and air transportation deployment responsibilities, center of balance, hazardous material inspection, load planning characteristics, Intransit Visibility, and the joint inspection process. This training is student-centered with hands-on exercise scenarios.

Air Transportation Managers (ATM) Course

Prepares selected officers and NCOs for management positions in Air Mobility Command (AMC)-owned and -operated air terminals. Training includes familiarization with all aerial port management functions including the management of budget and resources, unit manpower, and civilian personnel. Detailed instruction is provided in air mobility operations. Strong emphasis is

placed on upgrading overall career field knowledge through instruction in contracting, vehicle management, records management, passenger and cargo movement, Air Reserve Component (ARC), and terminal security. Graduates will have a distinct advantage over non-graduates when transitioning from aerial port supervisors to aerial port managers.

Air Mobility Operations Course
The Air Mobility Operations Course is designed to mature mid-level AMC and TRANSCOM leaders in their understanding of Air Mobility Operations. The course consists of classroom lessons, current issue guest speakers, and seminar exercises.

Air Mobility Command Affiliation Training
Course teaches load planning.
Duration: 5 academic days
Location: Scott AFB
To enroll, contact AMC/DOTR at DSN 576-3625

AMC GCCS Specialty Applications Course (JOPES & DCAPES)
Provides hands-on instruction of the Joint Operations Planning and Execution System (JOPES) Editing Tool (JET), the Rapid Query Tool (RQT), Deliberate and Crisis Action Planning and Execution System (DCAPES) and Logistic Feasibility Analysis Capability (LOGFAC) applications that are relevant to Air Mobility Command (AMC) operations.

Phoenix Readiness (PR)
A program providing realistic contingency skills training for the expeditionary combat support (ECS) package. Training is conducted via classroom, field and range instruction, students learn functional contingency skills and then integrate into a realistic Air Expeditionary Group. Culminating with an FTX focusing on contingency operations and other scenarios across the spectrum of probable deployments.
Duration: 12 days, 7 times per year

Defense Regional Inter-Service Support Course (DRIS)
Taught at the Army Logistics Management College (ALMC) Ft Lee, VA
Focuses on Inter-Service Support Agreements.
Duration: 5 days
To enroll, contact Mr. Matt McLaughlin, DSN 539-4721

Education With Industry (EWI)
Open to eligible Air Force officers and civil service personnel. Generally, the regular EWI program is aimed toward Air Force Captains (or Captain-selects) and civilians in the grades of GS-11 through GS-13; the public affairs option is available for Air Force Captains and Majors. All applicants must have a competitive record and demonstrate potential for advancement within the Air Force. Except for military officers cross-training into the contracting career field, all applicants have experience in their discipline.

Joint Course on Logistics
The purpose of the course is to prepare military officers and civilians to function in assignments that involve joint logistics planning, interservice and multinational logistics support, and joint logistics in a theater of operations.

Prerequisites: Grade of 0-4 or GS-12 and above
Duration: 2 weeks
Location: US Army Logistics Management College (ALMC), Ft Lee, VA
To enroll, contact your MAJCOM functional manager.

Joint Doctrine Air Campaign Course (JDACC)
The mission of JDACC is to educate airmen from unified, combined, or supporting air component commands in the fundamental concepts, principles, and doctrine required to develop and execute the air portion of a joint/combined campaign plan. JDACC focuses on USAF, Joint, and combined aerospace operations. Emphasis is placed on USAF, Navy, Army, USMC, and Joint aerospace doctrinal concepts. The focal point is the five stage air campaign planning process which serves as a tool for developing an air campaign to support the CINC/JTF commander's initiatives.
Security Clearance: Secret
Duration: 15 Days
Prerequisites: 0-3 to 0-6, Secret Clearance
To enroll, contact your MAJCOM functional manager, local MPF.

Joint Planning Orientation Course (JPOC)
This course is designed to provide an over view of procedures and techniques used during deliberate planning and time sensitive planning. Focuses on the JOPES players, processes, and procedures.
Prerequisites: Personnel in all logistics career field specialties. Designed for those who need to understand the basic planning process and procedures under JOPES. Grade requirement: (a) military officers, 0-1 through 0-5; (b) non-commissioned officers, E-4 through E-9
Security Clearance: Secret
Duration: 3 day course
To enroll, contact Armed Forces Staff College Joint Planning Orientation Division at DSN 564-5386

JOPES Users Course
This course is designed to provide general functional training and procedural information on how to conduct joint planning and execution using JOPES and train personnel in the use of JOPES ADP and associated GCCS capabilities.
Prerequisites: Personnel in all logistics career field specialties. Designed for those who need to understand the basic planning process and procedures under JOPES. Grade requirement: (a) military officers, 0-1 through 0-5; (b) non-commissioned officers, E-4 through E-9
Security Clearance: Secret
Duration: 9 class day course
Taught at USTRANSCOM and exported to regional training centers
To enroll, contact USTRANSCOM/JTO, DSN 576-8042

Contingency Wartime Planning Course (CWPC)
This course is designed to instruct Air Force war planners on basics of Air Force planning. The curriculum consists of five blocks of instruction covering the following aspects: players, resources, plan development, execution and analysis.

Prerequisites: Open to all war planning personnel in all career field specialties. Grade requirement: SSgt through Lt Col and civilian equivalents assigned or enroute to a staff war planning position from base to Air Staff level. The officer should be filling an R-prefix billet.
Security Clearance: Secret
Duration: 10-Day course
Course is conducted at Maxwell AFB, AL. HQ USAF/XOXW is the OPR for this course.
To enroll, contact your MAJCOM functional manager.

Acquisition Professional Development Program (APDP) Courses

Contact MAJCOM APDP focal point for certification requirements and course scheduling. Current course requirements for certification in Acquisition Logistics are listed in section 4.4 above.

Since training requirements for all APDP career fields do change from time to time, individuals interested in pursuing certification in any acquisition career field should consult the current Defense Acquisition University (DAU) Catalog prior to beginning training. DAU courses and course schedules can also be found on the DAU Home page on the Worldwide Web.

Section C -Support Materials

NOTE: There are currently no support material requirements. This area is reserved.

Section D – MAJCOM Unique Requirements

1. Mandatory Technical Training For Logistics Plans Officers:

NOTE: There are currently no MAJCOM Unique technical training requirements. This area is reserved.

2. **Professional Military Education:**

NOTE: There are currently no MAJCOM Unique professional military education requirements. This area is reserved.

Section E – Orientation Program - Home Station Training

Logistics Readiness Officer Orientation Program. Unit commanders are required to develop an orientation program for all first-assignment Logistics Readiness Officers. The objective of this program is to provide the foundation for a career in logistics readiness, prepare officers for formal technical training, and provide an understanding of how the unit supports the wing and AF mission. The orientation program will take approximately six weeks and should be conducted early in the officer's tour and should occur before an officer attends the Logistics Readiness Officer technical training course; however, commanders have the flexibility to deviate as necessary. The orientation program is designed to familiarize officers with all the logistics readiness processes. The matrix below lists Special Experience Identifiers (SEI), key processes, and locations where officers can gain exposure to key tasks. Using this matrix as a guide, commanders should develop a unit specific orientation program that encompasses, as a minimum, the key processes identified below. In developing the unit orientation program, commanders should use mission briefs, tours, "shadowing," directive reviews, etc., to accomplish the objectives of the program. Document orientation program completion in the officer's training record.

CORE COMPETENCY: Materiel Management					
Special Experience Identifier (SEI)	***Key Processes***				
Materiel Management		***LRS***	***RSS***	***APS***	***DEPOT***
	Customer Service	X			
	Training	X	X		
	Stock Control		X		X
	Procedures & Accountability	X			
	Storage	X			
	Hazmart	X			
	MICAP/MSL	X	X		X
	Aircraft Parts Store/Decentralized Supply Element	X			
	Equipment Management	X	X		
	Information Mgt Systems	X	X	X	X
	Repair Cycle Mgt	X			X
Fuels Management		***LRS***	***RSS***	***APS***	***DEPOT***
	Storage	X			
	Fuels Management	X			
	Distribution	X			
	Quality Control	X			
	Hydrants	X			
	Fuels Support	X			
	Information Mgt Systems	X	X		

CORE COMPETENCY: Distribution					
Special Experience Identifier (SEI)	***Key Processes***				
Distribution Management		***LRS***	***RSS***	***APS***	***DEPOT***
	Inbound/Receiving	X			X
	Packing & Crating	X			X
	Inspection	X			X
	Hazardous Cargo	X			X
	Repair Cycle Mgt	X			X
	Personal Prop	X			
	Pax Movement	X			
	Outbound	X			X
	Information Mgt Systems	X	X		X
Aerial Port Operations		***LRS***	***RSS***	***APS***	***DEPOT***
	Pax	X		X	
	Cargo	X		X	
	Air Terminal Operations Center			X	
	Special Handling			X	
	Transportation Control Center	X			
	Fleet Services			X	
	CME/Aerial Delivery			X	
	Mobility (AMOG/AMOS)			X	
	Information Mgt Systems	X	X	X	
Vehicle Management		***LRS***	***RSS***	***APS***	***DEPOT***
	Operations	X			
	DV Support	X			
	Aircraft Support	X			
	MC&A	X			
	Maintenance	X			
	Fleet Management	X			
	Pickup & Delivery	X			
	Shop Orientation	X			
	Materiel Control	X			
	Information Mgt Systems	X			

CORE COMPETENCY: Contingency Operations					
Special Experience Identifier (SEI)	***Key Processes***				
Contingency Operations		***LRS***	***RSS***	***APS***	***DEPOT***
	Log C2	X			
	Planning	X			
	Deployment Operations	X			
	WRM Management	X			
	Agreements	X			
	Information Mgt Systems	X			
	Mobility Kit/Equipment Management	X			

Section F - Logistics Readiness Officer LRO Training Record (Training Matrix):

The training matrix is comprised of six proficiencies/Specialty Experience Identifiers (SEI), that translate into one of the three Logistics Readiness Officer (LRO) core competencies (Contingency Operations, Distribution, and Materiel Management) required to become a fully qualified LRO. Each entry-level officer must complete all **core tasks** and have a minimum of 12 months experience (not necessarily consecutive) in a proficiency to be awarded the SEI/core competency. For example, if mission requirements cause the trainee to move from the Charleston APS Air Freight Flight after only 6 months (Aerial Port Operations) experience to work in the Readiness Flight (gaining Contingency Operations experience), they can then PCS to another Air Freight Flight (e.g., McGuire APS) to complete the remainder of the year's worth of experience to qualify for the SEI (Aerial Port Operations). Trainees are highly encouraged to complete as many non-core competencies/tasks as possible, depending upon assignment and mission unique requirements. This can be done over the course of a trainee's career (entry-level and fully qualified LRO).

How to Use the Logistics Readiness Officer Training Record (Training Matrix):

The commander/supervisor should discuss with the trainee applicable tasks within the appropriate proficiency (base/unit/mission specific) and annotate the start date on the training record. The commander/supervisor is encouraged to utilize task experts (i.e., Ops Officer, Flight Commander) for LRO training. Upon completion of training, the trainer should annotate the date of completion on the training record. The certifier must be the squadron commander. Upon completion of all core tasks and 12 months (cumulative) experience, the commander will sign/date the "commander's certification for SEI" block. The commander must then submit a package through the Group Commander for approval and award of the SEI and then to the CSS/MPF to be input into the officer's personnel record.

Core	An X in the block indicates a mandatory task that must be completed before being awarded the SEI
1 Skill Level	Ability to identify or be familiar with particular process/task
2 Skill Level	Ability to understand and fully explain the process/task
3 Skill Level	Ability to demonstrate and apply the process/concept

Core Competency: Materiel Management

SEI:
Materiel Management _____
Fuels Management _____

SEI: Materiel Management

Training Start:_____ Training Stop: _____

Commander's Signature/Date Certifying Award of SEI:

Levels of Understanding:
1 - Identify/recognize
2 - Understand/Apply
3 - Perform/Demonstrate

Additional Sources: Those tasks that are common in one or more flights. If core, they can be completed and counted as credit toward the appropriate SEI.

Note: To be awarded the Materiel Management SEI, the trainee **MUST** have **ALL** core tasks signed off. To achieve this requirement, the trainee will have to gain experience in more than one section. For example, if assigned to the Management and Systems Flight (or RSS), the trainee must accomplish the core tasks within that area and at the same time (during that 12 month minimum timeframe) accomplish the required core tasks within the Distribution Flight (and vice versa) before the SEI can be awarded. The trainee will not be required to work 12 months in both areas however, it may take a little more than the minimum 12 months to fully grasp/complete ALL required core tasks (working at an RSS would require the trainee to get SOME base level experience during that assignment). SEI award will be made after completion of all training and experience requirements, certification and recommendation by unit commander, and approval by the group commander.

[redacted]	Knowledge	Core	Level of understanding
1.	**ISSUE PROCESS** **TR: AFMAN 23-110, AFR 0-2;TOs 0-1-01, 00-5-1, Illustrated Parts Breakdown (IPB); FEDLOG, D043**	X	2
1.1	Prepare issue		1
1.2	Process the issue		1
2.	**RESEARCH/RECORDS MAINTENANCE PROCESSES** **TR: AFMAN 23-110; AFJMAN 23-210; AFIND 2; TOs 0-1-01, 00-5-1, Illustrated Parts Breakdown (IPB); DOD 4145. 19-R; FEDLOG, DFAS-DE 7077.10-M**		2
2.1	Able to perform manual research	X	3
2.1.1	AFMAN 23-110		3
2.1.2	DOD 4145.19-R		2
2.1.3	AFJMAN 23-210		1
2.1.4	DFAS-DE 7077.10-M		1
2.1.5	AFIND 2		1

2.2	Structure of national stock number		2
2.3	Research systems		2
2.3.1	D043, Master item identification and control system		1
2.3.2	FEDLOG		2
2.4	Item record load, change, and delete		2
2.4.1	Process FIL		1
2.4.2	Process FIC		1
2.4.3	Process FID		1
2.4.4	Structure of the Expendability, Recoverability, Repairabilty, Cost (ERRC) code		1
2.5	Interchangeability and substitution group (I&SG) records		1
3.	**REPAIR CYCLE PROCESS** **TR: AFMAN 23-110, TOs 00-20-3, 00-35D-54**		2
3.1	Manage due-in from maintenance (DIFM) items	X	2
3.2	Ability to interpret the repair cycle asset management listing (D23)	X	3
3.3	DIFM processing		2
3.3.1	DIFM reconciliation		2
3.3.2	Turn around action (TRN)		2
3.3.3	DIFM codes		2
3.4	Awaiting parts (AWP) (D19)		2
3.5	Asset flow	X	2
3.6	Manage time change items		2
3.7	Manage technical order compliance		2
3.8	Process MDR/PQDR		2
3.9	Depot Level Reparable (DLR)		2
3.10	Supply points	X	2
3.11	Supply point detail records		2
3.12	Supply point reconciliation		2
3.13	Monitor/review repair cycle data list Q04		2
4.	**TURN-IN PROCESS** **TR: AFMAN 23-110**	X	2
4.1	Consumables/expendables		2
4.2	Repair cycle		2
4.3	Equipment		2
4.4	Exception processing		2
4.4.1	FOB		2
4.4.2	Hazardous material		2
4.4.3	MDR/PQDR		2
4.5	Incheck		2
4.6	Inspect		2
4.7	Process turn-in		2
5.	**INQUIRIES** **TR: AFMAN 23-110**		2
5.1	Define types		2

5.2	Item record		2
5.3	Detail record		2
5.4	Part number		2
5.5	Analyze and interpret the consolidated transaction history (CTH)	X	3
5.6	Repair cycle record		2
5.7	Requirements computation		2
5.8	ASNUD		2
5.9	THUD		2
6.	**Inspection process**		2
6.1	Condition tags/labels		1
6.2	Condition codes		2
6.3	Condition changes		1
6.4	Identity changes		1
6.5	Shelf life items		2
6.6	Petroleum/chemicals		1
6.7	Functional check items		2
6.8	TCTO items		2
6.9	Suspect/unsuitable materiel		1
6.10	Health hazard items		2
6.10.1	Material safety data sheets (MSDS)		2
6.11	Electrostatic sensitive devices/electrostatic discharge (ESD) items		2
6.12	Demilitarization code		1
7.	**Storage and Distribution Process**	X	2
7.1	Storage space		1
7.1.1	Warehouse layout		1
7.1.2	Effective utilization		2
7.2	Store property		2
7.2.1	General principles		2
7.3	Stock location system		2
7.3.1	Daily document register (D04)		2
7.4	Distribute property		1
7.4.1	Issue		1
7.4.2	Due-out release		2
7.4.3	Shipment		1
7.5	Warehouse location validation		1
7.6	Control of gas cylinders		1
7.7	Warehouse refusals		2
7.8	Retail Sales		1
7.9	Hazmat pharmacy		1
7.10	Organizational refusal procedures		1
7.11	Equipment authorization list		1
7.12	Classified receipt list		2

7.13	Delivery destination listing		1
8.	**Bench stock**		2
8.1	Bench stock details		2
8.2	Minimum reserve authorization/minimum authorization quantity		2
8.3	Master bench stock list (S04)		2
8.4	Bench stock review list (M04)		2
	MANAGEMENT AND SYSTEMS FLIGHT		
9.	**MISSION CAPABLE (MICAP) PROCESS** **TR: AFMAN 23-110**		2
9.1	MICAP responsibilities		2
9.1.1	Base/Region		2
9.1.2	MAJCOM		2
9.1.3	Depot		2
9.2	Check local resources		2
9.3	Establish MICAP Due-out		2
9.4	Interpret cause codes	X	3
9.5	Cannibalization		2
9.6	Interpret delete codes	X	3
9.7	Interpret MICAP asset sourcing system (MASS) status boards	X	3
9.8	Monitor/update MICAP status		2
9.9	MICAP Reporting		2
10.	**STOCK CONTROL PROCESS** **TR: AFMAN 23-110**		2
10.1	Purpose		2
10.2	Stockage policy		1
10.3	Types of levels		2
10.4	Readiness base level (RBL)		2
10.5	MILSTRIP procedures		1
10.6	Due-out validation		1
10.7	Unserviceable asset control		1
10.8	Base retention/excess program		1
10.9	RAMPS		1
10.10	Fund requirements		2
10.11	Forced due-out release		1
10.12	BNR, RNB, and SNC transactions		1
10.13	Supply assistance/supply difficulty		1
10.14	Numeric parts preference codes (NPPCs)		1
10.15	Local purchase		1
11.	**EQUIPMENT MANAGEMENT PROCESS** **TR: AFMAN 23-110**		1
11.1	Air Force equipment management system (AFEMS)		2
11.2	Non-EAID equipment authorized inventory data		1

11.3	AF Form 601/2005/TACR		1
11.4	In-use details		1
11.5	Products and listings		1
11.5.1	Q09 -Allowance source code listing		1
11.5.2	Q10-Out -of-balance listing		1
11.5.3	R14-custodian authorization/custody receipt listing		1
11.5.4	D24- Daily equipment transaction report		1
11.5.5	R25 SPRAM listing		1
11.6	Special purpose recoverable authorized maintenance (SPRAM)		1
12.	**DOCUMENT CONTROL** **TR: AFMAN 23-110, AFI 37-138**		2
12.1	Source documents		1
12.2	Document disposition		1
12.3	Resolve delinquent documents	X	2
13.	**SUPPLY MANAGEMENT ACTIVITY GROUP (SMAG)** **TR: AFMAN 23-110, DFAS-DE 7077.10-M; AFPD 23-4**		2
13.1	Operating concept		1
13.2	MSD		1
13.3	GSD		1
13.4	Management levels		1
13.4.1	Division		1
13.4.2	MAJCOM		1
13.4.3	Region/Base		1
13.4.4	Chief of supply (FWG/FMB)		1
13.4.5	Supply funds (SMAG) manager		1
13.5	WRM/RSP funding		1
13.6	Credit return policy		1
13.7	Non-reimbursable issues/shipments		1
13.8	Reduced price sales		1
13.9	Supply/DFAS interface (SMAS)		1
13.10	Resource advisor		2
13.10.1	O&M budget		1
14.	**REJECT/MANAGEMENT NOTICE PROGRAM** **TR: AFMAN 23-110**	X	2
14.1	Identify responsibilities		1
14.2	Research rejects		1
14.3	Research management notices		1
14.4	Resolve rejects		1
15.	**POST-POST** **TR: AFMAN 23-110**	X	2
16.	**PROCEDURES AND ANALYSIS PROCESSES** **TR: AFMAN 23-110, AFIs 25-201, 90-201**		2

16.1	Self inspection	X	2
16.2	Surveillance	X	2
16.2.1	Checklist		1
16.2.2	Schedule		1
16.2.3	Reports		2
16.3	Customer support visits		1
16.4	Management reports and listings		1
16.5	Management analysis		1
16.6	Procedural changes		1
16.7	Software releases, advance program documentation, system advisory notices (SANs) and heads up messages		1
16.8	Support agreement responsibilities for USAF organizations		1
16.9	Difficulty reports (DIREPs)		2
16.10	Local procedures		1
17.	**Inventory process**		2
17.1	Sample		2
17.2	Complete		2
17.3	Special		2
17.4	In-use/in place equipment		2
17.5	Inventory schedule		2
17.6	Parameter request		1
17.7	Reverse post	X	2
17.8	Analyze consolidated inventory adjustment document register (M10)	X	2
18.	**GENERAL TASKS AND KNOWLEDGE** **TR: AFMAN 23-110, AFR 400-54, AFJMAN 23-215, AFI 23-111; AFI 91-301, DOD 4145.19-R-1; 40 CFG261; FED Standard 313; AF Internal Procedures for using the GWPC**		
18.1	Air Force occupational and environmental safety, fire prevention, and health (AFOSH) program		1
18.2	Property responsibilities (AFI 23-111)		1
18.3	Exception codes		1
18.4	Supply discrepancy report (SDR)		1
18.5	Warranty/guarantee items		1
18.6	Reusable containers		2
18.7	DRMO withdrawal		1
18.8	Government-Wide Purchase Card (GWPC)	X	2
18.9	Environmental management information system (EMIS)		2
18.10	Supply asset tracking system (SATS)	X	2

Core Competency: Materiel Management

SEI:
Materiel Management _____
Fuels Management _____

SEI: FUELS MANAGEMENT

Training Start:_____ Training Stop: _____

Commander's Signature/Date Certifying Award of SEI:

HQ Level
Joint Level

Levels of Understanding:
1 - Identify/recognize
2 - Understand/Apply
3 - Perform/Demonstrate

Additional Sources: Those tasks that are common in one or more flights. If core, they can be completed and counted as credit toward the appropriate SEI.

Note: To be awarded the Fuels Management SEI, the trainee **MUST** have **ALL** core tasks signed off. SEI award will be made after completion of all training and experience requirements, certification and recommendation by unit commander, and approval by the group commander.

[redacted]	**Knowledge**	**Core**	**Level of understanding**
1.	**Publications**		1
1.1.1	Technical TR: Tos 0-1-01, 0-1-02, 0-2-1, 00-5-1, 00-5-2, 00-25-172, 00-35D-54, 36 series, 37 series, 42B series		1
1.1.2	Standards TR: AFOSH 91 series; AFIND2, AFIND9, AFIND17		1
2.	**Storage** TR: AFMs 23-110(Vol I, Part 3), 85-16; AFOSH 91-38; TOs 00-25-172, 37-1-1, 42B-1-16, 42B5-1-2, 40CFR Series, AFI 23-201		2
2.1	Bulk storage system		2
2.1.1	Components		1
2.1.2	Inspect	X	2
2.1.3	Receive	X	2
2.1.4	Issue	X	2
2.1.5	Transfer to hydrants	X	2
2.1.6	Gage tanks		1
2.2	Service station		2
2.2.1	Components		1

2.2.2	Receive ground fuels	X	2
2.2.3	Issue ground fuels	X	2
2.2.4	Inventory		1
2.3	Cryotainers		2
2.3.1	Components		1
2.3.2	Inspect	X	2
2.3.3	Receive	X	2
2.3.4	Issue	X	2
2.3.5	Cryogenic plants		2
3.	**Distribution** TR: AFM 23-110 (Vol I, Part 3), AFIs 23-201, 24-302; AFOSH 91-38; Tos 00-20B-5, 36-1-3, 36A12-13 series, 36A12-23-3, 37-1-1, 37A-1-101, 37A2-2-4 series		2
3.1	Mobile		2
3.1.1	Refueling units		1
3.1.2	Hydrants servicing units		1
3.1.3	Issue aviation fuel	X	2
3.1.4	Defuel aviation fuel	X	2
3.1.5	Receive from bulk	X	2
3.1.6	Issue ground fuel	X	2
3.1.7	Hot refuel		1
3.1.8	Hot Integrated Combat Turnaround (ICT)		1
3.1.9	In-Shelter		1
3.1.10	Concurrent service		2
3.1.11	Multi-source refuel		1
3.2	Hydrants TR: AFM 23-110 (Vol I, Part 3); AFI 23-201; AFOSH 91-38, 91-44; Tos 00-25-172; 35-1-3; 37-1-1, 37A-1-101		2
3.2.1	Components Type I/II/III/IV/V Systems		2
3.2.2	Gauge Tanks		2
3.3	Expediter Duties		2
4.	**Compliance and Environmental** TR: AFOSH 91 SERIES; AFRs 74-7, AFIs 23-201, 23-204, TOs 00-20B-5, 33D2-10 series. 37A-1-101, 37-1-1 42B Series, 42C series, TO 37A9-3-15-1, AFM 23-110		2
4.1	Inspections		1
4.2	Organizational responsibilities		2
5.	**FISC** TR:DOD 4140.25M, 5126.46; AFM 23-110 (Vol I, and Vol II, Part 2, Chap 34); AFIs 23 series, 37-133 (Vol I); 42B Series		2
5.1	Organizational responsibilities	X	2
5.2	Fuels Automated System		1
5.2.1	Verify accuracy of transactions		3
5.2.2	Reconcile		2
5.2.3	Navigate through Hub fuels enterprise system (purple HUB)		3

5.2.4	Understand Fuels Manager		2
5.2.5	Review daily inventory		2
5.2.5.1	Investigate fuel gains or losses	X	2
5.2.6	Process Inquiries	X	2
5.3	Audit computer reports	X	2
5.4	Dispatch	X	2
5.5	Monitor IMP/WCDO Levels		2
5.6	Review aircraft flying schedules		1
5.7	Compute Peactime Operating Stocks		2
6.	**Lab** TR:42B Series		2
6.1	Draw Samples		1
6.1.1	Fuel	X	2
6.1.2	Cryogenic	X	2
6.2	Contaminated Products		1
6.3	Perform Tests		1
6.3.1	Bottle Method	X	2
6.3.2	Color and Particulate Assessment	X	2
6.3.3	Matched Weight	X	2
6.3.4	Flashpoint	X	2
6.3.5	Conductivity	X	2
6.3.6	FSII Content	X	2
6.3.7	Water Content	X	2
6.3.8	API Gravity	X	2
6.4	Use ADPE to record/review lab results		2
6.5	Lockout/Tagout Program		2
6.6	QC Hold		2
7.	**Mobility Equipment**		2
7.1	PMU-27M or equivalent TR: TO 35E-73 series		1
7.2	GRU-17E TR: TO 37A9-3-9-1		1
7.3	R-14 TR: TO 37A9 series		1
7.4	R-22 TR: TO37A9 series		1
7.5	FFU-15E TR: TO 37A9 series		1
7.6	FAM CART TR: TO 37A9-7-2-1		1
7.7	Aerial bulk fuel delivery system TR: TO 37A9-3-1		1
7.8	Bare base operations		1
8.	**Fuels Management**		
8.1	Develop Fuels input to Base Support Plans (BSPs)	X	2
8.2	Manage Materiel control		2
8.2.1	Determine vehicle/equipment authorizations		2
8.3	Mobility management		2
8.3.1	Manage base Fuels UTCs	X	2
8.4	Manage Fuels training program	X	2

8.5	Supervise Environmental & Safety		2
8.6	Prepare REPOL	X	2
8.7	MILCON,MR&E,MC,and EC Project Submission Process	X	2
9.	**Intermediate Staff (Optional)**		
9.1	Publications		
9.1.1	Technical TR: Tos 0-1-01, 0-1-02, 0-2-1, 00-5-1, 00-5-2, 00-25-172, 00-35D-54, 36 series, 37 series, 42B series		2
9.1.2	Regulations AFI23-201,DoD 4140.25M, AFI23-111, AFMAN 36-2105, AFMAN 10-401,AFI 10-404		2
9.1.3	Joint Pub 4-03,Joint Petroleum Doctrine	X	2
9.2	Petroleum Quality Assurance Course		2
9.3	AEF POL Deployment	X	2
9.4	Mobility Support	X	2
9.4.1	ATHRS/ABFDS Courses		2
9.4.2	FARP Operations		2
9.5	Air Mobility Operations Course (AMWC)		2
9.6	Fuels Planning	X	2
9.7	AFIT Education with Industry		1
9.8	AFIT Advanced POL Education Degree		1
9.9	MILCON,MR&E,MC,and EC Project Validation Process	X	2
9.10	Fuels Staff Experience of 24 months		2
10.	**Joint Level (Optional)**		
10.1	Publications		
10.1.1	Joint Pub 4-03, Joint Petroleum Doctrine	X	2
10.1.2	DoD 4140.25M	X	2
10.2	DESC Joint Operations Course	X	2
10.3	Joint Fuels Planning	X	2
10.3.1	Joint Course on Logistics	X	2
10.3.2	AFIT 399 Logistics Course	X	2
10.4	Assignment/Deployment to JPO/SAPO		2
10.5	Assignment/Deployment to DESC		2
10.6	Joint Fuels Experience of 24 months	X	2

Core Competency: Distribution

SEI:
Distribution Management _____
Aerial Port Operations _____
Vehicle Management _____

SEI: DISTRIBUTION MANAGEMENT

Training Start:_____ Training Stop: _____

Commander's Signature/Date Certifying Award of SEI:

Levels of Understanding:
1 - Identify/recognize
2 - Understand/Apply
3 - Perform/Demonstrate

Additional Sources: Those tasks that are common in one or more flights. If core, they can be completed and counted as credit toward the appropriate SEI.

Note: To be awarded the Distribution SEI, the trainee **MUST** have **ALL** core tasks signed off. To achieve this requirement, the trainee will have to gain experience in more than one section. For example, if assigned to the Distribution Flight, the trainee must accomplish the core tasks within the Cargo Movement Section and at the same time (during that 12 month minimum timeframe) accomplish the required core tasks within the Traffic Management Flight (and vice versa) before the SEI can be awarded. The trainee will not be required to work 12 months in both areas however, it may take a little more than the minimum 12 months to fully grasp/complete **ALL** required core tasks. SEI award will be made after completion of all training and experience requirements, certification and recommendation by unit commander, and approval by the group commander.

[redacted]	Knowledge	Core	Level of understanding
1.	**Shipment Reports**		1
1.1	Transportation discrepancy reports (DISREP) TR: AFR 75-35, DOD 4500.9R, Part II		1
1.2	Report of Shipment (REPSHIP) TR: AFI 24-201, DOD 4500.9R, Part II		1
1.3	Personal property discrepancy reports TR: DOD 4500.9R, Part IV		1
2.	**General Transportation Requirements**		1
2.1	Controlling accountable forms TR: AFI 37-161, DOD 4500.9R		1
2.2	Travel orders TR: AFI 24-101, AFI 37-128, AFI 65-103		1
3.	**Data Automated Equipment**		1
3.1	Transportation Operational Personal Property Standard Systems (TOPS) TR: TOPS Manuals		1
3.2	Automated Cargo Systems TR: Training Manuals, AFM 171-737 (Vols 1, 2, and 11)		1
3.3	Intransit Visibility (ITV) and Global Transportation Network (GTN)		1
3.4	Cargo Movement Operations System (CMOS) / (TC-AIMS II) TR: AFI 24-201		1

4.	**Customer service TR: AFI 24-101, AFI 24-201, AFI 24-202, AFI 24-501, DOD 4500.9R**		1
5.	**Passenger Travel**		2
5.1	Determine and brief passenger movement entitlements TR: AFI 24-101, JFTR (Vol 1), JTR (Vol 2), DOD 4500.9R, Part I	X	2
5.2	Determine mode(s), routing, and cost for passenger travel TR: AFI 24-101, JFTR (Vol 1), JTR (Vol 2), Federal Travel Directory, DOD 4500.9R, Part I, TFG		1
5.3	Travel documents		2
5.4	Commercial Travel Office (CTO) functions TR: AFI 24-101, DOD 4500.9R, Part I; CTO Contract	X	2
5.5	Emergency leave travel TR: AFI 36-3003, JFTR (Vol 1), JTR (Vol 2), DOD 4500-9R, Part I		1
6.	**Personal Property**	X	2
6.1	Determine and counsel personal property movement entitlements TR: JFTR (Vol 1), Air Force Supplement/JFTR Vol 1 and JTR Vol 2, DOD 4500-9R, Part IV; Personal Property Counseling Checklist/DD Form 1797	X	2
6.1.1	Household goods TR: JTR (Vol 2), PPCIG (Vols 1 and 2)		2
6.1.2	Unaccompanied baggage TR: JTR (Vol 2), PPCIG (Vols 1 and 2)		2
6.1.3	Privately-owned vehicles TR: JTR (Vol 2), PPCIG (Vols 1 and 2)		2
6.1.4	Storage		2
6.1.5	Do-it-yourself moves TR: AFI 24-501		1
6.1.6	Liability for loss or damage TR: DOD 4500.34R, DD Form 1797		1
7.	**Personal Property Movement Arrangements**	X	2
8.	**Personal Property Shipments and Carrier Facilities TR: DOD 4500.9R, Part IV**		1
9.	**Shipment Planning**		2
9.1	Uniform Material Movement and Issue Priority System (UMMIPS) TR: AFI 24-201, DOD 4500.32R, DOD 4500.9R, Part II	X	2
9.2	Receive items for shipment TR: AFI 24-201, AFI 24-202, DOD 4500.9R, Part II		2
9.3	Classify military equipment and materiel for movement TR: DOD 4500.9R, Part II; Carriers' Classification and Rate Tariffs, NMFC, UFC		2
9.4	Determine freight charges TR: Carriers' Classification and Rate Tariffs, NMFC, UFC, Channel Sequence Listing		1
9.5	Consolidate shipments TR: AFI 24-201, AFI 24-202, DOD 4500.32R, DOD 4500.9R, Part II Carriers' Classification and Rate Tariffs		1
9.6	Modes of shipment TR:, AFPD 24-2, AFI 24-201, DOD 4500.32R, DOD 4500.9R, Part II	X	2
9.7	Security requirements		2
10.	**Preparation of property for shipment/storage**		1
10.1	Preservation principles, methods, and levels TR: AFI 24-202, AFPs 71-14, 71-15 Vol 1, 71-16 Vol 2, DOD 4500.9R, Part II		1
10.2	Packing items for shipment TR: AFI 24-202, DOD 4500.9R, Part II; AFPs 71-14, 71-15 Vol 1, 71-16 Vol 2, TO 00-85 series, AFOSH 127-12, Industrial Equipment Owner's Manual		1

11.	**Special Packaging/Handling**		1
11.1	Hazardous material TR: AFJMAN 24-204, MIL-STD 129, Special Packaging Instructions, 49 CFR, Orange Book, IATA, ICAO, International Maritime Dangerous Goods Code		2
11.2	Sensitive/classified material	X	2
11.2.1	DD Form 1907, Signature and Tally Record TR: AFI 24-201, DOD 4500.32R DOD 4500.9R, Part II, CMOS Manuals		1
11.2.2	DD Form 626, Motor Vehicle Inspection, and DD Form 836, Shipping Paper and Emergency Response Information for Hazardous Materials Transported by Government Vehicles TR: AFI 24-201, DOD 4500.9R, Part II		1
11.3	Package Electrostatic Discharge Sensitive (ESDS) items TR: DOD STD 1686, DOD HBK 263, MIL-STD 129, TO 00-25-234		1
11.4	Special Packaging Instructions (SPI) identification TR: AFI 24-202		1
12.	**Shipping/Freight Documents**		1
12.1	DD Form 1149, Requisition and Invoice/Shipping Document TR: AFI 24-201		2
12.2	Shipment planning work sheet (SPWS) using DD Form 1348-1A or DD Form 1149 TR: AFI 24-201		1
12.3	Military Shipment Label (DD Form 1387) TR: AFI 24-201, AFI 24-202, DOD 4500.32R, MIL-STD-129		2
12.4	Advance/ Transportation Control and Movement Document (TCMD) TR: DOD 4500.32R, Vol 1, CMOS Manuals		2
12.5	Government Bill of Lading (GBL) TR: AFI 24-201, DOD 4500.9R, Part II, CMOS Manuals		2
12.6	Transportation Request TR: AFI 24-101, DOD 4500.9R, Part I		2
12.7	Pay Adjustment Authorization (DD Form 139) TR: AFI 24-101, DOD 4500.9R, Part I		1
12.9	Cash Collection Voucher (DD Form 1131) TR: AFI 24-101, DOD 4500.9R, Part I		1
12.10	Service Order for Personal Property (DD Form 1164) TR: DOD 4500.9R, Part IV, DOD 4500.34R		1
12.11	Preparation of MILSTAMP Documentation TR: AFI 24-201, DOD 4500.32R		2
12.12	Commercial Bills of Lading (CBLs) TR: AFI 24-201. DOD 4500.9R, Part II		2
12.13	Dangerous Goods Certification TR: AFJMAN 24-204, 49 Code of Federal Regulations (CFR), Orange Book- United Nations Transport of Dangerous Goods, International Air Transport Association (IATA), International Civil Aviation Organization (ICAO), International Maritime Dangerous Goods Code		1
12.14	Report of Shipment (REPSHIP) TR: AFI 24-201, DOD 4500.9R, Part II		1
12.15	DD Form 626 and DD Form 836 TR: AFI 24-201, DOD 4500.9R, Part II		1
13.	**Loading/Unloading Operations TR: DOD 4500-.9R, Part II**		2
14.	**Technical Traffic Functions**		1
14.1	Customs restrictions TR: AFI s 24-401, 402, 403, 404, DOD 4500.9R, Part IV; DOD 5030.49R, PPCIG (Vol 2)		1
14.2	Household goods TR: AFI 24-501, DOD 4500.9R, Part IV; JFTR (Vol 1), JTR (Vol 2), Air Force Supplement/JFTR (Vol 1) and JTR (Vol 2)		2
14.3	Baggage TR: AFPD 24-1, AFI 24-101, DOD 4500.9R		1

	CARGO MOVEMENT SECTION TR: AFMAN 23-110, AFJMAN 23-215, AFI 0-2, AFR 400-54; AFJI 23-207, DOD 4145.19-R-1; TOs 0-1-01, 00-5-1, 00-20-3, 00-20K, 00-25-234, 00-35D-54, 00-110N, 00-85-3, 00-85A-23-1, 42E5-1-2, 42B series -2 series; S-2A-1, AFI 64-109, MIL-STD-101E		
15.	**Receiving Process**	X	2
15.1	Receipt of property		2
15.2	Off-load property		1
15.3	Segregate property		1
15.4	Incheck property		2
15.5	DD Form 1348-1A		2
15.6	Other source documents		1
15.7	Process receipts		2
15.8	Process discrepancies		2
15.9	Quantity		1
15.10	Documentation		2
15.11	Misidentified		2
15.12	Unserviceable		2
15.13	Local purchase items		1
15.14	Local manufacture items		1
15.15	Move to appropriate location		2
15.16	Forms distribution		1
16.	**SUPPLY ASSET TRACKING SYSTEM (SATS)** **TR: AFMAN 23-110, Volume 2, Part 5**	X	2

Core Competency: Distribution

SEI:
Distribution Management _____
Aerial Port Operations _____
Vehicle Management _____

SEI: Aerial Port Operations

Training Start:_____ Training Stop: _____

Commander's Signature/Date Certifying Award of SEI:

Levels of Understanding:
1 - Identify/recognize
2 - Understand/Apply
3 - Perform/Demonstrate

Additional Sources: those tasks that are common in one or more flights. If core, they can be completed and counted as credit toward the appropriate SEI.

Note: Completion of the Combat Readiness (section 10) tasks will transfer over towards the Contingency Operations SEI. To qualify for the Aerial Port Operations SEI, the trainee must be signed off on **ALL** designated core tasks. SEI award will be made after completion of all training and experience requirements, certification and recommendation by unit commander, and approval by the group commander.

	Knowledge	Core	Level of understanding
1.	**Organization and Mission of Military Airlift Systems** **TR: DODR 4500.9; AMCI 24-101**		1
1.2	Organization/mission (e.g., MAJCOM Transportation functions)		1
1.3	Types and descriptions of transport aircraft TR: Appropriate Aircraft -1 TOs	X	2
2.	**Data Automated Equipment**		1
2.1	Global Air Transportation Execution System (GATES)		1
2.2	Global Decision Support System (GDSS)		1
2.3	Intransit Visibility (ITV) and Global Transportation Network (GTN)		1
2.4	Command and Control Integrated Process System (C2IPS)		1
3.	**Deployment Operations** **TR: DODR 4500.9; AFI 10-403; AFMAN 10-100, 10-401; AMCI 24-101**		2
3.1	Deployment mission and work centers (Home Station/Deployed)	X	2
3.1.1	Fixed/Deployable Systems TR: Applicable User's Manual		1
3.1.2	Joint Inspection (JI) TR: DODR 4500.9, pt 3	X	1
4.	**Records, Reports, Forms, Publications**		1
4.1	Transportation publications/ forms TR: Air Force Master Catalog		1

4.2	Locate information in transportation publications TR: AFI 24 Series; DODR 4500 Series; AMCI 24 Series	X	3
4.3	Review transportation documentation TR: DODR 4500.32, 4500.9, AFPD 24-2; AMCI 24-101		1
4.4	Required reports TR: AMCI 24-101		1
5.	**Passenger Service Operations TR: DODR 4500.9: 4515.13; AMCI 24-101**		2
5.1	Determine travel eligibility	X	3
5.2	Maintain standby listings		1
5.3	Select passengers for movement from standby listings		1
5.4	Coordinate movement of delayed or diverted space required passengers		1
5.5	Ensure passengers are briefed on and comply with travel restrictions and border clearance requirements		2
5.6	Prepare manual passenger manifests (DD Form 2131)		2
5.7	Passenger costs (e.g. space required, excess baggage, and pets)		1
5.8	Baggage acceptance procedures TR: AMCI 24-101		1
5.9	Flight Information TR: AMCI 24-101		2
5.9.1	Brief passengers	X	3
5.10	Process unique passengers TR: DODR 4500.9, 4515.13; AFI 24-401, 24-402, 24-403, 24-405		2
5.11	Load/Off-load passengers TR: AMCI 24-101	X	2
5.12	Terminal security TR: AFI 10-403, 13-207; AMCI 24-101	X	3
6.	**Air Cargo Procedures TR: DODR 4500.32, 4500.9; AFJMAN 24-204; AFPD 24-2; AMCI 24-101, Mil Std 129; CFR 49**		2
6.1	Process and store originating cargo/mail		1
6.2	Terminating and intransit cargo/mail		1
6.3	Palletization Procedures TR: AFI 10-403, 91-201, TO 36M-1-141, 1C-XXX-9's		1
6.4	Maintain 463L pallets, nets and tiedown equipment (e.g., clean, store, inventory, and identify damage) TR: DODR 4500.9-pt 2; TO 35D33-2-1-1, 35D33-3- 3-3, 35D33-2-3-1,35D33-2-3-11		1
6.5	Special Handling Cargo	X	2
6.5.1	Classified shipments	X	3
6.5.2	Human remains		1
6.5.3	Expedite priority shipment		1
6.5.4	Registered mail		1
6.5.5	Refrigeration and re-icing		1
6.6	Hazardous/ Explosive materials	X	2
6.6.1	Transport		1
6.6.2	Determine compatibility		1
6.6.3	Placard		1
7.	**Air Terminal Operations TR: AMCI 24-101**	X	2
7.1	Information Control		1
7.2	Ramp Control		3
7.3	Load planning		1
7.4	Capability Forecasting		1

8.	**Aircraft Services TR: DODR 4500.9; AFPD 24-2; TOs 00-25-172; AMCI 24-101, Appropriate Aircraft -1's, -9's**		2
8.1	Assemble cargo/mail/ baggage for loading		1
8.2	Setup and Transport loads to/from aircraft TR: AFI 91-302, AFMAN 91-201; TO 36M-1-141		1
8.3	Procedures for loading/offloading aircraft TR: AFI 91-201; AFPD 24-2; TO 36M-1-141	X	2
8.4	Concurrent servicing TR: TO 00-25-172		2
9.	**Fleet Service TR: AMCI 24-101; Tos 1C-5A-2-1, 13B4-2-1, 36A12-23-8-1; Appropriate Aircraft -9's**	X	2
10.	**Computerized Data Processing TR: Applicable Users Manuals**		1
11.	**Combat Readiness TR: DODR 4500.9; AFI 10-403, 10-201, 25-101, AFMAN 10-401, JCS Pub 4-01, 4-04, 5-01, 5-02-1; AMCI 24-101**		2
11.1	Planning concepts	X	1
11.1.1	Deliberate planning		1
11.1.2	Joint planning		1
11.2	Transportation planning and systems	X	2
11.2.1	Operation plans		1
11.2.2	Concept plans		1
11.2.3	JOPES/Time phased force and deployment data (TPFDD)		2
11.2.4	Status of Resources and Training System (SORTS)		2
11.2.5	Designed Operational Capabilities Statement (DOCS)		2
11.3	Contingency operations		2
11.4	Transportation Wartime Planning and Reception		2
11.4.1	Capabilities and Missions		1
11.4.2	Base support plans	X	2
11.5	War Reserve Materiel (WRM)	X	1
11.6	Support Agreements		1
11.7	Resource Management and Accounting Systems		1
11.8	Peacetime/Wartime Manpower and Personnel TR: AFI 38-201, 38-203, 38-204, 38-205, 36-2101, AFMAN 36-2108	X	2
11.8.1	Unit Manning Document (UMD)		2
11.8.2	Unit Personnel Manpower Roster (UPMR)		2
11.8.3	Augmentation support		1
11.9	Facilities Management TR: AFI 32-1021, 32-1022, 32-1023, 32-1024		1
12.	**Airdrop TR: TOs 13C7-1-5, 13C7-1-11; Appropriate Aircraft -9's**		1

Core Competency: Distribution

SEI:
Distribution Management _____
Aerial Port Operations _____
Vehicle Management _____

SEI: Vehicle Management

Training Start:_____ Training Stop:_____

Commander's Signature/Date Certifying Award of SEI:

Levels of Understanding:
1 - Identify/recognize
2 - Understand/Apply
3 - Perform/Demonstrate

Additional Sources: Those tasks that are common in one or more flights. If core, they can be completed and counted as credit toward the appropriate SEI.

Note: To be awarded the Vehicle Management SEI, the trainee **MUST** have **ALL** core tasks signed off. To achieve this requirement, the trainee will have to gain experience in more than one section. For example, if assigned to the Vehicle Management Flight, the trainee must accomplish the core tasks within the Vehicle Maintenance Element and at the same time (during that 12 month minimum timeframe) accomplish the required core tasks within the Vehicle Operations Element (and vice versa) before the SEI can be awarded. The trainee will not be required to work 12 months in both areas however, it may take a little more than the minimum 12 months to fully grasp/complete ALL required core tasks. SEI award will be made after completion of all training and experience requirements, certification and recommendation by unit commander, and approval by the group commander.

[redacted]	**Knowledge**	**Core**	**Level of understanding**
	VEHICLE OPERATIONS		
1.	**Mobility operations** **TR: AFI 10-403**		2
1.1.	Functions	X	2
1.2	Deployment	X	2
1.3	Reception	X	2
1.4	Operations	X	2
1.5	Employment	X	2
2.	**Computers** **TR: Instruction Manual TR: AFI 24-301; AFSCM 24-1**		1
2.1	OLVIMS	X	2
2.2	Licensing Module		1
2.3	Dispatch Module		1
2.4	MAJCOM Module		1

3.	**Forms, Records, and Reports** **TR: AFI 24-301/302; AFJMAN 34-306; AFMAN 37-139**		
3.1	AF Form 2293, Operator Identification Card		1
3.2	AF Form 2296, Operator Information Record		1
3.3	Government-Wide Purchase Card (GWPC)		1
3.4	Fleet Service Card		1
3.5	Purchasing Forms		1
3.6	AF Form 1800, Operation Inspection Guide	X	2
3.7	AF Form 868, Motor Vehicle Service Request		1
3.8	AF Form 1810, Operator Inspection Guide, Material Handling Equipment		1
3.9	DD Form 518, Accident Card		1
3.10	SF 91, Operators Report of Accident		1
4.	**Customer Service/Relations** **TR 24-301**		1
5.	**Official Motor Vehicle Use/Misuse Program** **TR: AFI 24-301**	X	3
6.	**Operating Vehicles on Flightline** **TR: AFI 13-213; AFJMAN 24-306; AFOSH 91-100**		2
7.	**Operating Vehicle under Contingency Environments** **TR: AFJMAN 24-306**	X	2
8.	**Adverse Terrain Vehicle Operations** **TR: AFJMAN 24-306**		1
9.	**Protocol Support** **TR: Local Directives**	X	2
9.1	Vehicle operator customs & courtesies		2
9.2	Display proper insignia		2
10.	**Accident procedures** **TR: AFI 24-301;AFI 23-201; AFJMAN 24-306**	X	3
11.	**Vehicle Identification Link (VIL)** **TR: AFI 24-301**		1
12.	**Wartime roles** **TR: AFI 24-301 WMP Part 3**		1
13.	**Convoy Operations** **TR: AFJMAN 24-306**		1
14.	**Pick Up and Delivery Actions** **TR: AFMAN 23-110; AFI 24-301, Local Directives**	X	2
	VEHICLE MAINTENANCE		
15.	**PUBLICATIONS** **TR: AFPD 21-3, AFIs 37-160 (vol 1) (vol 7), 36-2201; TOs 00-5-1, 00-5-200-5-15, 00-5-18**		2
16.	**MATERIEL CONTROL**		2
16.1	Property responsibility and accountability TR: AFI 24-302; AFRs 20-14, 68-1; AFMs 67-1 (vol 1 part II) Vol IV part II); AFMAN 24-307	X	2
16.2	Cross reference part numbers and stock numbers TR: AFI 24-302; AFM 67-1 (vol II, part I); AFMAN 24-307; Supply FEDLOG Pgm		1

17.	**VEHICLE MAINTENANCE MANAGEMENT** **TR: AFIs 24-301, 24-302, 24-303; AFMANs 24-307, 24-309; TOs 00-20B-5, 00-25-249**	X	2
17.1	Functions of transportation management units		2
17.2	Responsibilities of vehicle maintenance staff		2
17.3	Functions of vehicle maintenance units		2
18.	**DATA COLLECTION** **TR: AFI 24-302, AFCCM 24-1**		1
19.	**SPECIAL MAINTENANCE POLICIES AND PROCEDURES** **TR: AFI 24-302; AFMAN 24-307; TOs 00-20B-5, 36A-1-6**		2
19.1	Winterize vehicles TR: TOs 36-1-7, 36A-1-6		1
19.2	Comply with corrosion procedures TR: TOs 36-1-52, 36-1-131		1
19.3	Prepare vehicles for storage TR: TOs 36-1-5, 36-1-23		1
19.4	Prepare vehicles for shipment TR: TOs 36-1-5, 36-1-23		1
19.5	Prepare materiel deficiency reports TR: TOs 00-35D-54, 36-1-42		1
19.6	Warranty policies TR: TO 36-1-42		1
19.7	TCTOs/Service Bulletins TR: AFIs 24-302, 37-160 (vol 1); TOs 0-1-01, 00-5-15	X	2
20.	**Fleet Management Element**		2
20.1	Fleet Management Listings TR: AFI 24-301		2
20.1.1	Mission Essential Level (MEL)	X	2
20.1.2	Vehicle Priority Recall	X	2
20.1.2	Vehicle Authorization List (VAL)	X	2
20.1.4	Custodian Authorization/custody Receipt Listing (CA/CRL)		2
20.1.5	Data System reconciliation		1
20.2	Vehicle rotation	X	2
20.3	War Reserve Materiel (WRM) Vehicle Program TR: AFI 25-101; T.O. 36-1-191	X	2
20.4	Vehicle operator information records TR: AFI 24-301		1
20.5	Unit lesson plans TR; AFI 24-301		1
20.6	Vehicle operator licensing TR: AFI 24-301		1
20.7	Registered Equipment Management System (REMS) TR: AFI 24-301		2
20.7.1	REMS Transactions		1
20.7.1.1	Process DRMO vehicles		1
20.7.1.2	Vehicle Receipts		1
20.7.1.3	Funds and Equipment Transfer (FET)		1
20.7.1.3	Vehicle shipments		1
20.7.1.4	Unreported assets		1
20.7.1.5	Vehicle repair authority and disposition action		1
20.7.1.6	Air Force Equipment Management System (AFEMS)		2

20.7.1.7	OLVIMS/REMS reconciliation		2
20.8	Rental/Lease vehicles TR: AFI 24-301	X	2
20.9	Vehicle operations analyses TR: AFI 24-301		1
20.10	Vehicle authorization requests TR: AFI 24-301		1
20.11	Vehicle Control Program TR: AFI 24-301; AFPAM 24-317	X	2
21.	**MAINTENANCE INSPECTIONS** **TR: TOs 00-20B-5, 33Series, 35 Series, 36 Series, 38 Series**		1

Core Competency: Contingency Operations

SEI:
Contingency Operations _____

SEI: Contingency Operations	**Levels of Understanding**: 1 - Identify/recognize 2 - Understand/Apply 3 - Perform/Demonstrate	**Additional Sources:** Those tasks that are common in one or more flights. If core, they can be completed and counted as credit toward the appropriate SEI.
Training Start:_____ Training Stop: _____		
Commander's Signature/Date Certifying Award of SEI:		

Note: To be awarded the Contingency Ops SEI, the trainee **MUST** have **ALL** core tasks signed off. SEI award will be made after completion of all training and experience requirements, certification and recommendation by unit commander, and approval by the group commander.

	Knowledge	**Core**	**Level of understanding**
1.	**DOCTRINE TR: AFDD 1**		1
1.1	Types of doctrine		1
2.	**AEROSPACE PLANNING** **TR: JP 4; AFDD1; AFDD2; AFDD 40; AFI 10-400; AFI 10-402; AFI 10-1301**		1
2.1	National Mobilization		1
2.2	Air campaign planning		1
2.3	Agile Combat Support		1
2.4	Expeditionary Aerospace Force (EAF) Concept	X	2
2.5	Expeditionary Combat Support (ECS)		1
3.	**PLANNING SYSTEMS** **TR: JP 3-08; AFMAN 10-401; AFSC PUB 1; CJCSI 3100.01; CJCSM 3122.03**		2
3.1	Joint Operations Planning and Execution System (JOPES)	X	2
3.2	Global Command and Control System (GCCS)		2
4.	**War and Mobilization Plan (WMP)** **TR: AFMAN 10-401**		2
5.	**Deliberate Planning** **TR: JP 5; AFSC PUB 1; AFDD 2; AFMAN 10-401; AFI 10-403; CJCSM 3122.01; CJCSM 3122.02; CJCSM 3122.03; CJCSM 3150.01**		2
5.1	Planning phases		2
5.2	Time Phased Force and Deployment Data (TPFDD)	X	2

5.3	Supporting Plans		2
5.4	Manpower, Equipment Force, Packaging (MEFPAK) System		2
5.4.1	UTC development process		2
6.	**Crisis Action Planning** **TR: JP 5; AFSC PUB 1; AFDD2; AFMAN 10-401; AFI 10-403; CJCSM 3122.01; CJCSM 3122.02; CJCSM 3122.03**		2
6.1	Planning phases		2
7.	**Plans** **TR: AFPD 10-4; AFI 10-208; AFMAN 10-401, Vol. 2; AFI 10-501**		2
7.1	Operations Plan (OPlan)		1
7.2	Programming Plan (PPlan)		1
7.3	Survival, Recovery, and Regeneration (SRR) Plan		1
7.4	Exercise Plans		2
7.5	Concept Plan (ConPlan)		1
7.6	Determine shortfalls and limiting factors (LIMFACs) in logistics support		2
8.	**Base Support Plans (BSP)** **TR: AFI 10-404; AFI 10-503**	X	2
8.1	Purpose		2
8.2	Format		2
8.3	Base Support Planning Committee (BSPC) Meeting		2
8.4	LIMFACs in base support planning		2
9.	**Installation/Site Surveys** **TR: AFI 10-404**	X	2
9.1	Logistics support needs for force beddown		2
10.	**Designed Operational Capability (DOC) Statement** **TR: AFI 10-201**		2
11.	**Contingency Operation/Mobility Planning and Execution System (COMPES) and Logistics Module (LOGMOD)** **TR: AFI 10-403; AFMAN 10-401; AFJMAN 24-204; On-Line TG Help**		2
11.1	Purpose	X	2
11.2	Input of Computer Aided Load Manifesting (CALM) data into LOGMOD		2
11.3	Input of transportation control movement document (TCMD) data into LOGMOD		2
11.4	Deployment Requirements Manning Document (DRMD)		2
12.	**Integrated Deployment System (IDS)** **TR: AFI 10-403**		2
12.1	Role of IDS	X	2
12.2	IDS Components		2
12.3	LOGMOD Stand Alone (LSA)		1
13.	**Support Agreements** **TR: CJCSI 2300.01; AFPD 25-2; DODI 4000.19; AFI 25-201; AFI 25-301; AFI 51-701; AFI 65-601**		2
13.1	Type of agreements		2
13.2	Functional Area Agreement Coordinators (FAACs)		1
13.3	Support Agreements Management System (SAMS)		1

13.4	Support Agreement Manager (SAM) role and responsibilities		1
14.	**War Reserve Materiel (WRM) Management** **TR: AFPD 25-1; AFI 25-101, AFMAN 10-401; AFI 10-403; AFI 10-404; AFMAN 23-110, Vol. 5; DODD 3110.6**	X	2
14.1	Purpose of WRM		2
14.2	WRM categories		2
14.3	War Plans Additive Requirements Report (WPARR)		2
14.4	War Consumables Distribution Objective (WCDO)		2
14.5	Inventory Management Plan (IMP)		1
14.6	Vehicle Authorization List (VAL)		2
14.7	Wartime Aircraft Activity Report (WAAR) extract		2
14.8	Use codes		2
14.9	WRM surveillance process		2
14.10	WRM review board		2
14.11	Logistics Feasibility Analysis Capability (LOGFAC) system		1
14.12	Resupply Planning		1
14.13	Logistics Sustainability Analysis Feasibility Estimator (LOGSAFE)		1
14.14	Reconstitution of WRM		1
15.	**DEPLOYMENT/REDEPLOYMENT PLANNING** **TR: AFMAN 10-401; AFI 10-403; AFI 10-404; AFCAT 21-209; AFMAN 23-110, Vol. 2; LOGMOD ON-LINE HELP; WMP 1, ANNEX E**		2
15.1	Pre-Deployment		2
15.2	Deployment organizational structure		2
15.3	Installation Deployment Plan (IDP)	X	2
15.4	Deployment Schedule Of Events (DSOE)		2
15.5	Conduct Deployment Process Working Group (DPWG)	X	3
15.6	Deployment Execution		2
15.7	Deployment Control Center (DCC) Operations	X	3
15.7.1	Conduct Concept Brief	X	3
15.8	Battle Staff/Crisis Action Team (CAT)	X	2
15.9	Redeployment planning		2